

Internal Committee 11th February 2019

Planning Schedule

Agenda Item 8

Recent Planning meetings have extended to 90 minutes or more and this has had the effect of pushing later meetings well into the late evening. Meeting times are greatly extended by public participation in these meetings.

Finish times of meetings on a scheduled Monday are frequently after 10pm. Staff then have to tidy up and secure the building adding further time to the day. The legal minimum break for staff is 11 hours between two "shifts" and decision making by councillors is made more difficult by the lateness of the hour.

Whilst the monthly rota has improved predictability and is largely a success, this specific issue needs to be addressed for the *new council term* in May. It is worth noting that ABC Planning meetings are generally held on the third Wednesday of the month

The options available are:

1. Hold Planning at 6 on a Monday with other scheduled meetings. (Pros: only one council night and PA/room setup per month. Cons: still a long meeting and little chance for pre-meeting presentations by outside bodies)
2. Hold planning at 7 on the Tuesday immediately following other scheduled meetings. (Pros: only planning councillors and fewer officers need to attend. Cons: Additional PA and room set-up, some councillors may not be able to attend on a Tuesday. May be very close to ABC Planning meeting.
3. Hold planning at 7 on the first Monday of each month (other meetings held on the 2nd Monday) (Pros: only planning councillors and fewer officers need to attend. Cons: Additional PA and room set-up.
4. Leave things as they are. If this option is chosen councillors and chairs particularly need to ensure that business is transacted quickly, and meetings finish before 10pm.

Proposal: That the preferred option be selected from those above.



Phil Burgess
Town Clerk

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

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Proof of Life Certificates

Agenda Item 9

Those receiving foreign pensions and those requiring proof of ID for a remote enquirer often call into the office to ask for proof of life or some form of ID certification.

These must be carried out by either the Clerk or Deputy and in some cases can be very complex or unclear, particularly if the translation is poor. In the case of foreign pensions certification is required annually for each pension they receive.

Other bodies tend to charge for these, and as a result the growth in such requests continues apace. In some cases (e.g. housebound) home visits have been made.

Payment would seem to be appropriate and proceeds should perhaps go to the Mayor's charity. Only one payment would be requested for each visit, not each pension.

Proposal: That a payment of £5 should be requested which should go to the Mayor's charities.



Phil Burgess
Town Clerk

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

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Horse Chestnut Tree, Recreation Ground
Agenda Item 10

We recently asked TreeCycle Tree Care Ltd to inspect the Horse Chestnut tree located next to the traffic lights on Recreation Ground Road due to reports of its instability when the Christmas lights were attached to the higher branches.

TreeCycle have carried out a visual ground inspection on the tree and, although they felt there were no immediate causes for concern, with time the decay pocket (which I refer to as the Owl sitting in the tree) will progressively get worse. Therefore, TreeCycle recommends as a first option reducing the tree by 30% to alleviate some stress. They would then recommend planting a new tree further away from the road and the traffic lights with the plan to then remove the Horse Chestnut in 2-3 years' time.

The second option, which would be the most cost effective but have a more substantial visual impact, would be to remove the tree instead of reducing by 30%. Whichever option we decide on, TreeCycle have offered to provide a replacement tree free of charge as a thank you for our custom.

These are the cost implications of both options:

Reduce by 30%:	£570.00 plus VAT
Remove to ground level & grind remaining stump:	£850.00 plus VAT

Proposal: That the preferred option be selected from the two costed above. Suggestions regarding the species of replacement would also be welcome.

C. Guise

Claire Gilbert
Deputy Town Clerk

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

Internal Committee 11th February 2019
Town Hall Weddings – Review of Fees
Agenda Item 11

A review needs to take place of whether we are charging enough for civil marriages and civil partnerships in the Town Hall. Looking back at previous Town Council ceremony forms, the Town Council fee has been the same since at least 2014; however, KCC's fees have increased each year.

From May 2016 to May 2019, there have been/will be 46 ceremonies, the total income from which is £13,500.00.

The KCC Approved Premises Licence runs from late May for a three-year period at a cost of £2,100.00; this equates to £45.65 per wedding based on the above number of ceremonies across a three-year period.

Preparation of rooms:

1.5 hours set up for Mayor's Parlour	Staff cost total: £22.32
2.5 hours set up Assembly Room	Staff cost total: £37.21

Ceremony day:

Mayor's Parlour - 3.75 hours of staff time	Staff cost: £56.75
Assembly Room – 4.5 hours of staff time	Staff cost: £68.09

Please note that the staff costs for weekday weddings are currently absorbed into normal office hours, although that member of staff is away from their normal duties.

Based on the costings above, we have worked out that a weekend ceremony in the Assembly Room makes a profit of £299.05 and a weekend ceremony in the Mayor's Parlour makes a profit of £175.00. Not costed into our prices is the level of contact with couples prior to the ceremony day; some require little, others require extensive.

Comparison of prices with venues similar to the Town Hall:

Venue	Room Capacity	Fees		
		M-F	Sat	Sun/BH
Tenterden Town Hall	Up to 140*	£270.00	£450.00	£450.00
Tenterden Town Hall	Up to 44	£180.00	£300.00	£300.00
Hythe Town Hall	Room for 2 hours	£375.00		
Sandwich Guildhall	Up to 60	£279.00	£389.00	£441.00
Faversham Guildhall	Up to 50	£300.00	£400.00	£450.00

Going on this information venue comparison, we can only really compare the Assembly Room* prices to others given the maximum number in the Mayors Parlour is 44 guests. In comparison, our Monday to Friday charge is below that of others, but the Saturday and Sunday charges are similar.

Attached are the fees that KCC currently charge to couples, which are on top of our fee. Quite often couples are taken aback at the additional cost.

We do not currently hard sell ourselves as a Wedding Venue and this is partly due to the Assembly Room being regularly used for exercise classes by long standing hirers, but also not all staff are keen on covering weekends. It might be worth noting that regular hirers only pay £10 per hour for the Assembly Room. Whether a ceremony is held in the Assembly Room or Mayor's Parlour, we have to block out both rooms for the duration of time as no other activity can take place an hour before or

during the ceremony. Included in our ceremony price is free use of the Assembly Room for up to an hour after the ceremony has finished.

- Proposals:
- (i) that prices do not increase for Tenterden residents, i.e. bride/groom/parent on electoral role;
 - (ii) there is a commercial increase for non-residents.

If agreed, this would be implemented straightaway for new enquiries.

C. Guise

Claire Gilbert
Deputy Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Positive increase in income

**FEES CHARGED BY KENT COUNTY COUNCIL'S REGISTRATION SERVICE,
VALID FROM 1ST APRIL 2018 UNTIL 31ST MARCH 2019.**

Please note that these fees are paid to the registration service, which will contact you in due course, and are **NOT** payable to Tenterden Town Council.

BOOKING FEE.	
Booking confirmation fee (non-refundable)	£70.00

LEGAL PRELIMINARIES.	
Notice of marriage or civil partnership must be given in a Register Office (separate notice must be given by both parties)	£35.00 (each)
If you are a non-EEA national and will fall within scope of the Immigration Act 2014 referral scheme (fee applicable to both parties)	£47.00 (each)

APPROVED PREMISES (APs) CEREMONY FEE for ceremonies taking place between 1 st April 2018 and 31 st March 2019. Please note: these fees do not include those charged by the venue.	
Monday to Friday	£495.00
Saturdays, Sundays and Bank Holidays	£675.00

THE FOLLOWING FEES MAY ALSO APPLY.	
Booking cancellation fee	£55.00
Ceremony Amendment Fee	£30.00
Marriage or Civil Partnership Certificates (ordered the day before)	£4.00 (each)
Commemorative Certificates	£4.50 (each)

Internal Committee 11th February 2019

Library Siting
Agenda Item 12

Cllr Mike Hill of KCC has asked whether it would be viable to site the library within a re-ordered Town Hall.

This suggestion was originally raised by the Lipton report which saw the assembly room as a community room incorporating library facilities. This idea at the time was met with little support.

The assembly room is not the only area which could accommodate a library since large internal areas will be re-arranged.

The relocation of the library has clear implications for the Post Office, the future of the Gateway and that area of the High Street as a whole. It also raises questions regarding potential opening times within the Town Hall which will be geared mainly to office opening hours.

It should be noted that Cllr Hill will be making a presentation at the March meeting of the Town Council regarding the KCC position on opening times for the library.

Proposal:

- 1. That council consider whether there is sufficient support for this to refer it for consideration to the Focus Group, or whether it should be rejected.**
- 2. The matter could potentially be deferred to hear Cllr Hill's view in the March meeting.**



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Difficult to evaluate at this stage

Internal Committee 11th February 2019
Maintenance Facility – Surveyor/Consultant Quotations
Agenda Item 13

At the 10th December 2018 Internal Committee meeting, the following resolution was made:

0358 MAINTENANCE FACILITY. Planning permission has been approved for the maintenance facility on St Michaels Recreation Ground with conditions. The plans for the facility had been prepared by Maylands and it makes sense for them to handle the construction tender process. It was **RESOLVED** that Maylands surveyors be engaged to handle the tender process and ensure discharge of conditions. The fees involved in the tender process could be covered by the Town Clerk and Chair of the Internal Committee's discretionary budget.

The fee proposal received from Maylands Consulting exceeded the Town Clerk and Chair of the Internal Committee's discretionary budget, therefore, this was put out for further quotations.

The following questions/brief was emailed to all Consultants:

- (i) discharge of conditions in relation to the planning permission;
- (ii) the preparation and submission of building regulation plans;
- (iii) liaising with consultants to prepare detailed designs for sustainable drainage systems;
- (iv) the preparation of the specification of works and tender documentation;
- (v) sending tender documentation out to contractors to obtain competitive pricing
- (vi) to carry out site supervision and contract administration services for the works;
- (vii) provide principal designer services (under the Design & Management Regulations, 2015).

If you are happy to provide a quotation, please could you let us know the following:

- 1. the full cost for the build;
- 2. quote a % rate and cash value for:
 - (a) points (i) - (v) above (to Tender stage); and
 - (b) for all the above points.

Quotations received (all prices exclude VAT):

	Contractor A	Contractor B	Contractor C	Contractor D
Estimated Full cost of build	£315,107.00	£120,000.00	£400,000.00	£200,000.00
% Rate and Fee for (i) to (v) Tender Stage	6.75% £12,761.83	5% £5,700.00	56.8% £8,150.00	4.5% £9,000.00
% Rate and Fee for (i) to (vii) Full contract	6.75% £21,268.00	6.8% £7,800.00	3.58% £14,350.00	7.5% £15,000.00

Exclusions to above quotations:

Contractor A	<ul style="list-style-type: none"> • Ordnance survey for location plans; • Site investigation reports by others; • Party wall surveyor fees for all parties; • Fees and negotiation with utility companies.
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Contractor B	<ul style="list-style-type: none"> • Specialist reports require for regulatory submissions for condition 4; • Civil engineering and works relating to s38, s102 and s178 applications or any works under separate agreements; • Any fees to third parties or applications required.
Contractor C	None stated.
Contractor D	None stated.

Proposal: That council should appoint a Contractor for the full project subject to references.



Phil Burgess
Town Clerk

Impact on Crime and Disorder : None
Impact on Bio-diversity : None
Budgetary Impact : Professional Fees (reserve amount towards build is £80,000)