

TENTERDEN TOWN COUNCIL



MINUTES OF THE EXTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 5th JUNE 2017**

Councillors Present: M. Carter (Chair), Mrs. J. Curteis, Mrs. S. Ferguson, Miss. N. Gooch, K. Mulholland and Mrs. P. Smith. Substitute: R. Isworth.

Officers Present: Town Clerk Mr. P. Burgess, Senior Administrator Mrs. C. Gilbert and Accounts Clerk Mrs. J. McCollum

Others Present: Cllr. H. Edwards, Cllr. R. Isworth, Cllr. R. Knight, Cllr. R. Lusty, Cllr. J. Nelson and Cllr. A. Sugden (not members of this committee) and two members of the public.

- 0001 **APOLOGIES FOR ABSENCE.** Members: Cllr. C. Knowles and Cllr. T. Thorpe. Non-members: Cllr. M. Hickmott and Cllr. Dr. L. Lovelidge.
- 0002 **DECLARATIONS OF INTEREST.** None.
- 0003 **MINUTES.** None; first meeting of this committee.
- 0004 **MATTERS ARISING.** Not Applicable.
- 0005 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.
- 0006 **COUNCILLORS' QUESTIONS.** None. Cllr. Nelson requested that Councillors update the Committee on each sub-committee's current position when confirming members (see Minute 0008).
- 0007 **VICE-CHAIRMAN** Cllr. K. Mulholland was appointed Vice-Chairman for the 2017-2018 Council year.
- 0008 **SUB-COMMITTEES & WORKING GROUPS.** To appoint members to the following sub-committees. Non-councillors can be co-opted at sub-committee level.
- (a) Emergency Planning. Cllrs. Mrs. Curteis, Mrs. Ferguson, Lusty, Mulholland, Nelson & Mrs. Smith were appointed. It was noted that the next meeting would be held on 13th June 2017 at 6pm. Members noted that more members of the public needed to be involved as community liaison volunteers. Cannon L. Hammond had already been approached and was actively trying to encourage this.
 - (b) May Fayre. Cllrs. Miss. Gooch, Hickmott and Mrs. Smith were appointed. Cllr. Edwards had stepped down after 17 years of service and the Committee recorded their appreciation to Cllr. Edwards. Cllr. Mrs. Smith confirmed that no additional members would be needed for the Sub-

committee as they have non-councillor representatives. The next meeting would be held on 4th July.

- (c) Participatory Budgeting. Cllrs. Carter, Mrs. Curteis, Mrs Ferguson, Dr. Lovelidge, Mulholland & Nelson were appointed. A meeting date had not been set.
- (d) Focus Groups. Cllr. Nelson reported that the Focus Groups' memberships had been agreed and the following was reported.
 - (i) Recreation Ground Focus Group – a holding letter had been sent out to successful applicants and a meeting would be arranged once an architect had been appointed.
 - (ii) Community Halls Focus Group – Cllrs. Knowles and Nelson had contacted successful applicants and the first meeting will be held on Monday, 12th June 2017.
 - (iii) Cinema Focus Group – the membership had been decided and a letter would be sent to successful applicants soon.
 - (iv) Town Hall Focus Group – Cllr. Dr. Lovelidge and Cllr. Mrs. Smith had contacted successful applicants and the first meeting would be held on 28th June 2017.
 - (v) Football Pitches Focus Group – this had been delegated to the Sports Review and would be discussed at their meeting on 6th June 2017.
- (e) Donations. Cllrs. Mrs. Curteis, Miss. Gooch, Mulholland, Mrs. Smith and Sugden were appointed.
- (f) Youth Policy. Cllrs. Isworth, Dr. Lovelidge, Nelson and Mrs. Smith were appointed.
- (g) Sports Review. Cllrs. Carter, Isworth, Mulholland and Sugden were appointed. The next meeting would be held on 6th June 2017.
- (h) Tourism. Cllrs. Carter, Mrs. Ferguson, Mulholland, Nelson and Mrs. Smith were appointed. It was **RESOLVED** to re-name this committee to 'Tourism and Business' and to include focus on local businesses and High Street regeneration.

0009 **COMPUTER EQUIPMENT FOR MAINTENANCE TEAM.** The purchase of a "rugged" tablet for the Maintenance Team to trial, with a maximum budget of £1,500.00 was **RESOLVED**.

0010 **DESTINATION MANAGEMENT PLAN FOR TENTERDEN.** A report on the latest position had been received from Ms. Welch and was read to the Committee by the Town Clerk. There are 12 working group members with representatives from Ashford Borough Council, Tenterden Town Council, local businesses and organisations. Three meetings have been scheduled and consultations with all major tourist attractions and hotels in Tenterden were being booked.

0011 **SUMMER FOOD FAYRE.** Cllr. Mrs. Ferguson reported that this idea was a result of the Great British High Street Competition and would focus on local businesses and produce. It was proposed that it would be an evening event in July after the normal Friday market had finished. Cllr. Carter reported that he was in contact with a local couple who were organising something similar and would pass their details to Cllr. Ferguson.

0012 **CHRISTMAS EVENTS.** It was **RESOLVED** to form of a sub-committee to co-ordinate/liaise with other organisations on Christmas events. Cllrs. Carter, Mrs. Ferguson and Mrs. Smith were appointed.

0013 **TOURIST INFORMATION CENTRE.** It was **NOTED** that the Town Council had recruited an assistant to run the facility at weekends during the summer. The weekend service would continue until the Folk Festival in October and restart at Easter 2018. It was **RESOLVED** to purchase a Tourist Information banner to be displayed outside the Town Hall at weekends when open.

The Committee moved into closed session. *Under the Public Bodies (Admissions to meetings) Act 1960, the public and press will be excluded from the closed meeting session due to the confidential nature of this part of the meeting which involves the discussion of confidential staffing matters and confidential financial negotiations.*

0014 **CONTRACT NEGOTIATIONS.** Confidential document 586 refers.

End of closed session.

0015 **CORRESPONDENCE.**

- (a) An email received from a St. Michael's resident regarding the installation of dog fouling signage on Ox Lane was **NOTED**.
- (b) A letter received from St Mildred's Committee regarding the Town Council's donation towards the maintenance of the Church clock was **NOTED**.
- (c) Email correspondence with a resident regarding speeding at Silver Hill was **NOTED**.

0016 **MINOR MATTERS.**

- (a) National Association of Local Councils (NALC). News bulletins dated 17th March, 24th March, 31st March, 7th April, 13th April, 21st April, 28th April, 5th May, 12th May and 19th May 2017 and Plant a Tree Charter Legacy Tree – information on planting a legacy tree in the community were **NOTED**.
- (b) Kent Association of Local Councils (KALC). Information from KALC regarding charging parkrun and junior park run for the use of public parks was **NOTED**.
- (c) Kent Police. It was **NOTED** that, information had been received from Kent Police regarding:
 - (i) the rural policing update 29th April 2017;
 - (ii) 5th Open Day on 2nd July 2017;
 - (iii) procedures for reporting unusual activity on local airfields;
 - (iv) Centre for the Protection of National Infrastructure (CPNI): Guidance note: attack at Manchester Arena.

- (d) LM Sport Tourism. Information regarding a smartphone application for tourists which includes walking and running routes was **NOTED**.
- (e) Field's in Trust. Information on the launch of the new programme 'Active Spaces' was **NOTED**.

0017 **ANY OTHER BUSINESS.**

- (a) Volunteer Litter Pick. Cllr. Nelson reported that the Volunteer Litter Pick had taken place on Sunday, 4th June 2017 and a total of 12 people participated. Low attendance may have been due to it being the end of the half term week. There was very little litter to pick up around the Town and reference to St. Michaels was made concerning the lack of any substantial litter. This was mainly due to the hard work of a member of the Maintenance Team, Mr. Corcoran, who litter picks even when he is not working. The Committee's thanks to Mr. Corcoran were **NOTED**.

The meeting opened at 8.40pm and closed at 9.20pm.

The foregoing Minutes and Reports were confirmed and signed at the Annual Meeting of the Town Council held on the 26th day of June 2017.

Chairman _____ (26.06.2017)