

# TENTERDEN TOWN COUNCIL



## **MINUTES OF THE INTERNAL COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 8<sup>TH</sup> JULY 2019**

**Councillors Present:** V. Cole, Mrs. S. Ferguson, Miss A. Gardner, C. Knowles, Dr. L. Lovelidge, Mrs. P. Smith (Chair), A. Sugden and Substitute: Cllr. J. Crawford.

**Officers Present:** Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert and Administrative Assistant Mrs. L. Owers.

**Others Present:** Cllrs. M. Carter, Mrs. J. Curteis, J. Nelson, R. Parkin and R. Quinton (not members of this Committee) and one member of the public.

0468 **APOLOGIES FOR ABSENCE.** Cllrs. M. Hickmott, K. Mulholland, Mrs. C. Walder, and Cllr. P. Clokie (ABC).

0469 **DECLARATIONS OF INTEREST.** None

0470 **MINUTES.** The minutes of the meeting held on 10<sup>th</sup> June 2019 were agreed and signed as a correct record.

0471 **MATTERS ARISING.** None.

0472 **REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None

0473 **COUNCILLORS' QUESTIONS.** None

0474 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

(a) Archives and Regalia. A report of a meeting held on 14<sup>th</sup> June 2019 was **NOTED.** Cllr. Mrs. Smith reported that she had stepped down from the Sub-committee following the completion of the purchase of the regalia.

0475 **SUB-COMMITTEE MEMBERSHIP & TOURISM & BUSINESS.** It was agreed to **DEFER** the decision to place a restriction on the number of Councillors for each Sub-committee and also the restructuring of the Tourism & Business and High Street Regeneration Sub-committee. The Town Clerk will provide a list of which Councillors currently sit on which Sub-committees.

0476 **EXHIBITION OF ARCHIVES.** Cllr. Mrs. Curteis reported that the archive exhibition would be held over three days and would be a linked event with the Museum. Cllr. Mrs. Curteis was also holding a Mayoral Event in the evening to showcase the Town's history to visiting dignitaries. Cllr. Sugden reported that the previous exhibition proved very popular which had a budget of £4,500. Cllr. Mrs. Ferguson reported that the exhibition would need to be well advertised and good quality printing of images would be required. It was **RESOLVED** to provide a maximum budget of £5,000 towards the exhibition, which included the £928.80 (including VAT) display boards. Cllr. Mrs. Curteis would be seeking

grant funding from Ashford Borough Council of up to £1,000 towards the event. Cllr. Miss. Gardner abstained from voting.

- 0477 **SURGERY PARKING.** It was **RESOLVED** to allow on-call doctors and paramedics from Ivy Court Surgery to park on the grass next to the portacabins. This would be on the understanding that boarding would be put in place to protect the grass.
- 0478 **STAFFING SUB-COMMITTEE.** It was **RESOLVED** to appoint Cllr. Parkin to the Staffing Sub-committee.
- 0479 **TOWN HALL ROOF.** It was **RESOLVED** to put the Town Hall's roof replacement out to competitive tender under supervision by Theis & Khan, the Town Hall's appointed architects.
- 0480 **THE PEBBLES ROOF.** The recent flood issues at The Pebbles were noted; this may have been down to either severe downpours of rain or blocked gullies. It was agreed that an update on remedial works should be sought from White Stuff.
- 0481 **EAST CROSS GARDENS.** Cllr. Sugden reported on the history of the East Cross Gardens project and that work had been delayed from moving ahead in August 2017 following concerns that these may clash with the Recreation Ground re-ordering. The installation of an electricity supply and water supply in the Gardens had also been suggested. It had been proposed that the footpath that runs along the Fairings should be included in the repaving, however, the footpath was unadopted. The Town Clerk reported that enquiries had been made into adopting the footpath, but the advice received was that it would have to be cordoned off for 12 years for the Council to make a claim on the land. Cllr. Sugden reported that planning permission may be required for any works on the Garden and the advice of the Conservation Officer should be sought. Cllr. Mrs. Ferguson reminded the Committee that the water pump located on the corner of the Garden was listed.

Cllr. Nelson suggested that the Town Clerk writes to the bodies interested in the Fairings footpath, namely Kent County Council, Ashford Borough Council and the freehold owner of the Fairings to investigate whether they would be interested in taking on legal liability. Cllr. Carter suggested that the legalities are put in place then a tender for works be compiled. Cllr. Carter also suggested that the new Project Manager, if appointed, could oversee the works.

It was **RESOLVED** to investigate the legalities of adopting the Fairings footpath and seek the Conservation Officers advice on the agreed plans. This would be reported back to the Committee before further action is taken.

- 0482 **PROJECT OVERVIEW.** The Town Clerk tabled a proposal from the Local Council Consultancy LCC which detailed the cost per hour/per day for employing a consultant specifically tasked with overseeing the Town Council's numerous projects. Cllr. Knowles commented that more information was required on both the individual Consultant (including CV) and the level of commitment. Cllr. Carter suggested putting a cap on the level of funds available and a meeting is set up with the prospective Consultant and Councillors. Cllr. Miss. Gardner commented that the Council should look at what is needed before appointing a consultant and this should potentially go out to tender.

Cllr. Crawford agreed with the idea of seed funding and a rate for the year should be sought. The Town Clerk reported that an initial budget of £1,000.00 could be set.

It was **RESOLVED** to allow a budget of £1,000.00 for the initial start-up and a meeting should be arranged between the Councillors and the suggested Consultant. Cllrs. Miss. Gardner, Knowles and Dr. Lovelidge voted against.

0483 **CORRESPONDENCE.** None

0484 **MINOR MATTERS.** None

0485 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

**The meeting opened at 7.25pm and closed at 8.15pm.**

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 12<sup>th</sup> day of August 2019.

Chairman \_\_\_\_\_ (12.08.2019)