

# TENTERDEN TOWN COUNCIL



## **MINUTES OF THE INTERNAL COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 9<sup>TH</sup> OCTOBER 2017**

**Councillors Present:** H. Edwards, R. Isworth (Vice-Chair), R. Knight, Cllr. Dr. L. Lovelidge (Chair), J. Nelson and A. Sugden. Substitute: Mrs. S. Ferguson

**Officers Present:** Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert and Administrative Assistant Ms. S. Ratcliffe.

**Others Present:** Cllrs. M. Carter, Mrs. J. Curteis, Miss N. Gooch, M Hickmott, K. Mulholland and Mrs. P. Smith (not members of this committee) and five members of the public.

0105 **APOLOGIES FOR ABSENCE.** Members: Cllr. R. Lusty. Non-members: Cllr. T. Thorpe.

0106 **DECLARATIONS OF INTEREST.** None.

0107 **MINUTES.** The minutes of the meeting held on 18<sup>th</sup> September 2017 were agreed and signed as a correct record.

0108 **MATTERS ARISING.** None.

0109 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** Mr. J. Crawford requested an update on the creation of the communications sub-committee comprising of councillors and members of the public. The Town Clerk advised that so far there were two volunteers and that the new group would be publicised more widely in order to recruit more members.

0110 **COUNCILLORS' QUESTIONS.**

(a) Cllr. Nelson asked about the progress of the speed indicator programme. The Town Clerk advised that three sites needed to be found within the 30mph limit and that as Ashford Road at St. Michaels had been rejected in the past by KCC, because of the sharp corner before the 30mph limit, potentially the only suitable sites are Woodchurch Road, Beacon Oak Road and Smallhythe Road. A meeting has been arranged with the Highways Inspector who has said that the white gate issue should be tackled before considering any additional speed control devices. Cllr. Carter advised that the 30mph limit would need to be extended on Smallhythe Road to include the new housing development.

(b) Cllr. Knight asked if a spreadsheet of previous public and councillors questions could be set up with a timeline showing the progress made, he asked what progress had been made with the CCTV and whether the Town Council could control the cameras for the town. Cllr. Knowles explained that the police access the cameras when incidents have taken place because of

the strict rules and guidance for CCTV monitoring. The Town Clerk stated that the cameras were to be upgraded to 360 degrees which would be more efficient and provide a clearer image. Cllr. Nelson suggested that Ashford Borough Council are contacted to establish when the new cameras would be installed. The Town Clerk agreed that going forward a timeline could be adopted on the progress of action points.

0111 **SUB-COMMITTEE & WORKING GROUPS REPORTS**

- (a) Town Hall Focus Group. There had been no recent meeting; the next meeting will be on 18<sup>th</sup> October 2017.
- (b) Recreation Ground Focus Group. The first meeting is scheduled for 11<sup>th</sup> October 2017.

0112 **COMMITTEE STRUCTURE**. It was **RESOLVED** to reform the committee structure sub-committee to discuss rotation and timings of meetings.

0113 **ANNUAL RETURN**. The report of the external auditor was **NOTED**. The Committee congratulated the Town Clerk and Accounts Clerk on receiving a clear audit.

0114 **RECREATION GROUND FOOTPATH**. It was **RESOLVED** that quotations would be sourced for the temporary tarmacking of the broken footpath at the Recreation Ground. It was agreed that the idea of re-routing the footpath would be referred to the Recreation Ground Focus Group.

0115 **NEWSLETTER**. It was **RESOLVED** to adopt the internal processes for the Town Council Newsletter as follows:

- (a) the Town Clerk will inform councillors when the content of the Newsletter is being discussed so that they can suggest articles and also contact individuals/organisations for their input if needed;
- (b) the Town Clerk will let councillors know which articles will be included in the next Newsletter so that he can be notified of likely issues. Councillors can request copies of the articles, which will be at the Word document stage so any amendments will be easy to make;
- (c) the Town Clerk will send articles to any individual or organisation that are discussed (at the Word document stage) for their input/approval;
- (d) when the copy is laid out, two councillors will proof read the newsletter;
- (e) the Town Clerk will circulate the final draft of the newsletter to all councillors for approval.

0116 **PUBLIC SECTOR COMMUNICATIONS CONFERENCE**. Cllr. Nelson's report on this conference was **NOTED**.

0117 **MINOR MATTERS**. None

0118 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** Cllr. Knowles had researched the earlier question from Cllr. Nelson, reporting that Ashford Borough Council had advised that when the CCTV cameras and associated software for the monitoring centre had been procured it would be rolled out immediately. He added that Cllr. Knight's idea of a timeline would have been helpful in this instance.

**The meeting opened at 7:37pm and closed at 8:05pm.**

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 30<sup>th</sup> day of October 2017.

Chairman \_\_\_\_\_ (30.10.2017)