

Detailed Income & Expenditure by Budget Heading 01/06/2016

Month No: 4

Highways and Amenities - Agenda Item 8

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Highways & Amenities								
1200 Lettings & Rental	0	(1,000)	0	1,000			0.0%	
1300 Recreation Ground Income	(417)	2,783	6,000	3,217			46.4%	
1310 Football Pitch	0	0	1,000	1,000			0.0%	
1320 Tennis Courts	0	133	2,000	1,867			6.7%	
1330 Bowling Green	200	200	250	50			80.0%	
1340 Allotment Income	0	(725)	150	875			(483.3%)	
1380 Bench Donations	174	1,021	0	(1,021)			0.0%	
4700 Vehicle/Mach. Repairs & Maint	0	(7)	(3,000)	2,993		2,993	0.2%	
4705 Vehicle/Mach. Purchases	0	(1,145)	(5,000)	3,855		3,855	22.9%	
4710 Fuel	(107)	(440)	(1,750)	1,310		1,310	25.2%	
4715 General Grounds Maintenance	(3,525)	(8,674)	(18,000)	9,326		9,326	48.2%	
4720 Vehicle Insurance	0	0	(700)	700		700	0.0%	
4725 Bench Expenditure	0	0	(1,000)	1,000		1,000	0.0%	
4735 Tools & Sundries	0	(513)	(3,000)	2,487		2,487	17.1%	
4750 Christmas Lights	0	0	(3,500)	3,500		3,500	0.0%	
Grand Totals:- Income	(43)	2,412	9,400	6,988			25.7%	
Expenditure	3,632	10,779	35,960	25,171	0	25,171	30.0%	
Net Income over Expenditure	(3,675)	(8,366)	(26,550)	(18,184)				
Movement to/(from) Gen Reserve	(3,675)	(8,366)						

MWAM Agenda 9

Town Hall

From: Katrina Wiles <katwiles@live.co.uk>
Sent: Friday, July 29, 2016 11:36 AM
To: Town Hall
Subject: Commemorative Bench

FAO Robert,

Following our conversation today here are the details of my request for a commemorative bench in Tenterden. I would preferably like it to be erected on the grass along the high street towards the William Caxton end. There is a space on the piece of green next to the memorial directly opposite Tenterden Home Interiors on the other side of the road which would be ideal.

Thank you for considering this request and I look forward to hearing from you.

Best Wishes,

Mrs K Wiles

65 Colonel Stephens Way
Tenterden
TN30 6EW

Highways and Amenities Committee – Monday 15th August 2016
East Cross Gardens
Agenda Item 11

Three quotations were brought to the meeting on 4th July for consideration. It was clear from the debate at that time that both the extent of the changes to the gardens and the surface material to be used were still in question.

In order to proceed with this issue the council will need to decide on the above points before quotations are requested. This would be best achieved by the formation of a sub-committee to decide on a final design for the gardens (which may be the same as at present) and a suitable hard-wearing surface material.

An alternative to this would be to include the gardens in the forthcoming public consultation.

Proposal: That a sub-committee should be formed to finalise the design or that the issue should be included in public consultation.



Phil Burgess
Town Clerk

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

Highways and Amenities Committee – Monday 15th August 2016

Tennis Club Agenda Item 12

Councillor Carter has had an approach from Tennis players regarding the possibility of forming a tennis club.

This would of course be centered around the existing courts.

As it stands, maintenance of the tennis courts far exceeds the income from it and the existing arrangement with the Leisure Centre for key and fee collection is not the best solution, particularly as the leisure centre is quite a distance from the courts.

Should the responsibility for the courts be passed to a tennis club, the council should perhaps insist that some time is reserved for public play.

The position and indeed number of courts may change in any recreation ground re-ordering.

Proposal:

- 1. That the council agree in principle to a Tennis Club**
- 2. That the applicants should be encouraged to take part in the forthcoming public consultation.**



Phil Burgess
Town Clerk

Impact on Crime and Disorder : None

Impact on Bio-diversity : None

Budgetary Impact : None at this stage

Highways and Amenities Committee – Monday 15th August 2016
Banners on the Recreation Ground Railings
Agenda Item 13

Our current policy regarding the railings at the recreation ground has the following features:

- Forward booking is restricted to 2 banners and a maximum of 1 year in advance.
- 3 banners are allowed at any one time with a fourth at the discretion of the office.
- Banners are restricted to not-for-profit organisations (although the TLC are allowed to advertise)
- There is currently no restriction on the location of the event (tractor festival and Woodchurch Fete currently advertise).

This policy is adequate for most times of the year but when we have a “glut” banners do have to be refused (a recent instance was the Museum anniversary).

The following options exist to control the banners displayed:

Advertiser status

- Any organisation
- Not-for-profit (to include Leisure Centre)
- Strictly not-for-profit

Location of Event

- Unrestricted
- Within a 5-mile radius (in line with the notice board)
- In the civil parish

Forward Booking

- 2 banners limit, 1 year in advance limit (as now)
- Allow forward booking for specified organisations (Museum, Church, Folk Festival, Tenterden for instance) and restrict other non-specified organisations to a two week advance booking. If this option is selected, organisations should be specified at the meeting.
- Allow forward booking for Tenterden civil parish events only (others restricted to two weeks)

Proposal: That councillors should select an option from each of the headings above



Phil Burgess
Town Clerk

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

Highways and Amenities Committee – 14th March 2016
Takeover of responsibility for green areas
Agenda Item 14

At the meeting of this committee on 14th March 2016 the takeover of this responsibility was agreed but not ratified at Town Council as there were queries over the calculation of associated costs. Since that time there have been various changes to the situation:

- The ABC offer has been increased by £2,000 but responsibility has been added for (these items are detailed in the responsibilities below):
 - Cranbrook Road Cemetery (open)
 - Weekly visual inspections of 3 playgrounds
 - 2 culverts to be inspected and cleared as necessary
- KCC funding has reduced to £6192 from £7850 as the subsidised cuts fall from 8 to 6 per annum
- Additional grants will be available from ABC for machinery replacement *during* the contract.
- High Halden Parish Council has made an approach regarding Tenterden taking on their grounds maintenance
- Agreement has been reached on a front flail mower for our existing sites. This mower would suffice for all mowing work transferred from ABC and KCC

If the council should agree to this contract there would *be no commitment* following the initial 5 year agreement and there may also be break clauses in the contract. In any event, should the renewal terms not be satisfactory in 2021 responsibility could be returned to ABC.

I have attached the following:

Page 2 – recommendations.

Page 3 – Costings based on Estimates of additional fuel, servicing, wages etc

Page 4 – responsibilities and items TTC will not be undertaking

The advantages of the scheme are:

- Maintenance workers have more connection to the area.
- Confusion over responsibility is removed both for public and staff.
- TTC staff can be pro-active rather than re-active with preventative measures taken.
- Response to issues such as blocked gullies much quicker and more efficient.
- Improved appearance of grassed areas with a litter pick prior to mowing.
- Potential to expand the service and have agreements with landowners for hedge-cutting. If it is financially viable and improves the appearance of the town.
- Potential to serve neighbouring villages.
- Self-determination and control.
- A vast improvement in quality

Recommendations

Although I have been advised by ABC that a contract would not be offered without the inclusion of Cranbrook Rd Cemetery, the cost of maintaining this area is more than a third of the overall cost of taking over responsibility (our own staff estimate 6 man days per week during the growing season) and would require the council to employ a second additional member of staff, greatly increasing our costs for a return of just £2,000 and making the scheme unworkable.

Without the maintenance of the open cemetery, even at the most pessimistic costings, the scheme would cost the council only £3,000 a year and, of course, all the equipment would be available for our existing work.

Proposal: In view of the advantages and low cost of the scheme (without Cranbrook Rd Cemetery) I propose that the scheme should be accepted.

If this is referred back to ABC and the inclusion of Cranbrook Rd Cemetery is obligatory, I would advise that the scheme should *not* be accepted.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Beneficial
Budgetary Impact	: £3,000 per annum (pessimistic) Excess if calculated at contractor rates

Costings

Capital Costings:

Cub Cadet Leaf Mulcher	650
Timberwolf shredder/chipper	<u>14,750</u>
Total	15,400
ABC Grant	15,000-
KCC Grant	<u>10,000-</u>
Excess	9,600

Revenue Costings (Annualised):

Combined annual ABC/KCC contribution:

£30,000 (£32,000 if Cranbrook Rd accepted*)

Method 1 - Estimated Costings

Member of staff (overall cost)	£24,500-
Contractors Hedge trim (max)	£ 1,500-
Admin & Insurance overhead	£ 1,500-
Additional Servicing	£ 1,500-
Additional Fuel	£ <u>3,000-</u> (based on figures provided by ex-ClIr Pearson)
Annual Shortfall	£ 2,000

(I have deliberately *not* included depreciation as the "up front" costs are covered and further grants are available, nor have I estimated the costs for Cranbrook Rd as I don't believe this is feasible)

Method 2 – "Contractor" Costings. These figures are the amounts contractors would be paid and include depreciation, wages, servicing, fuel and profit. They are based on the accurate square meterage multiplied by a price per unit. Whilst contractors would have the benefit of economies of scale, they would also incur travel costs to site. Profit is not a consideration for the council.

Overall fee including Cranbrook Rd	£34,854
Excluding Cranbrook Rd	£19,790 (a "profit" of over £10,000)

What TTC would undertake

- Mowing and strimming of all green areas within the parish of Tenterden provided they are within a 30 mph limit (this includes areas under the responsibility of both KCC & ABC).
- Maintenance of closed cemeteries (St Michael's, St Mildred's & Coombe Lane).
- Maintenance of shrubs and hedges.
- Clearing gully grates & digging out blocked gullies
- Make new and/or clear verge grips to aid drainage
- Cleaning of street furniture
- Clearing ditches – at the expense and with the agreement of the landowner.
- Cut back trees and bushes obstructing signs and pavements.
- Repaint traditional finger and mile posts.
- Cut back highway hedging (not adjoining the road).
- Remove weeds including weed spraying.
- Clear snow from pavements and apply salt.
- Weekly visual inspection of playgrounds
- Clearance of 2 culverts when required
- **Mowing and strimming in Cranbrook Rd open cemetery**
- **The locking and unlocking of Cranbrook Rd Cemetery 365 days per year (an automated closure system may be funded by ABC)**

TTC would not undertake

- The responsibility for safety of headstones in closed cemeteries
- Litter picking would remain the responsibility of ABC, although our maintenance staff would litter pick grass immediately prior to mowing.
- Sheltered Housing green areas.
- Responsibility for play equipment in ABC areas
- Repairs to playgrounds (these would be reported to ABC)
- Maintenance of graves and responsibility for burials