

**Contract Name:** Tenterden Recreation Ground  
**Client:** Tenterden Town Council (TTC)

**Report:** Progress Report  
**Report Nr:** 6  
**Reporting Period:** 17/11/2017 – 14/02/2018  
**Circulation:** Phil Burgess (*TTC Town Clerk*)  
Alan Sugden (*TTC Councillor*)  
Ken Mullholland (*TTC Councillor*)  
Focus Group Members

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### 1.0 Meetings / Site Visits & Communication

- 16<sup>th</sup> January 2018- Meeting with Tenterden Town Council regarding the pre-application advice submission and Lawn Tennis Associate (LTA) funding application.
- Telephone conversation with ABC Planning department regarding the pre-application submission requirements.
- Ongoing liaising with the LTA and ABC regarding the funding requirements and process
- 25<sup>th</sup> January 2018 – Attended East-Kent LTA meeting
- 29<sup>th</sup> January 2018 – Meeting with Jon Kadacham and skaters to address some of their enquiries
- 8<sup>th</sup> February – Meeting with Ashford Borough Council to discuss LTA Funding application requirements and partnership

### 2.0 Information issued

- 2<sup>nd</sup> Focus Group Meeting Notes & timescales
- Pre-Application Advice Submission to Ashford Borough Council on 29<sup>th</sup> January 2018. Application includes;
  - *Pre-Application Report providing back ground information and explaining the proposal.*
  - *Site Location Plan*
  - *Existing Site Plan*
  - *Topographical Survey*
  - *Site Constraints Plan*
  - *Site Photos*
  - *Revised Proposed Spatial Zoning Plan (amended to suit with the feedback received at 2<sup>nd</sup> focus group meeting)*
  - *Focus Group Presentation notes*
- Spatial Zoning Proposals Plan to the LTA for their comments

### 3.0 Planned Actions

- Continue with individual consultation
- Provide Budget costing for the proposal
- Meeting with Ashford Borough Council to receive their pre-application advice – Provisional Date 23<sup>rd</sup> February 2018.

- Initiate the introduction of a building Architect into our team to develop the building requirements following receipt of the pre-application advice
- On Site meeting with Chris Donkin @ LTA in relation to technical requirements for the LTA funding application. Date TBC

#### **4.0 Outstanding Actions**

- 3<sup>rd</sup> Focus Group Meeting – date TBC once pre-application advice received
- Budget cost – to be provided once the pre-application advice is received and the proposal is amended to suit.

#### **5.0 Information Required (Including the raised RFI's)**

N/A