

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 23RD APRIL 2018**

Councillors Present: H. Edwards, M. Freeman, R. Isworth (Vice-Chair) and R. Lusty.
Substitutes: M. Carter and Mrs. S. Ferguson. (Six Councillors in total).

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

Others Present: Cllrs. J. Crawford, Mrs. J. Curteis, Miss N. Gooch, R. Lusty (not
members of this Committee), Cllr. P. Clokie (ABC) and two members of the public.

0244 **APOLOGIES FOR ABSENCE.** Cllrs. M. Hickmott, Dr. L. Lovelidge and, J. Nelson,
(Members) Cllr. C. Knowles and Mrs. P. Smith (Non-Members)

0245 **DECLARATIONS OF INTEREST.** None.

0246 **MINUTES.** The minutes of the meeting held on 3rd April 2018 were agreed and
signed as a correct record with the following correction:

Minute 0231 (b) - Recreation Ground Focus Group. The third session would be
taking place on 17th April 2018. Cllr. Carter was concerned that Ground Control's
draft costings for the re-ordering of the recreation ground were underestimated
and did not include the new buildings and other works that may need to take
place. Cllr. Sugden advised that the Focus Group were aware of the budget limit
and it was important to let the Focus Group work their way through this stage and
identify any potential issues themselves.

0247 **MATTERS ARISING.** None

0248 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0249 **COUNCILLORS' QUESTIONS.** None.

0250 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

(a) Town Hall Focus Group. It was **RESOLVED** to accept the quote from
Timberwise (UK) Ltd for £4,420.00 for the damp remedy work to the Town
Clerk's office. The letter to the secretary of state and the public information
document regarding the works were **NOTED**.

(b) Recreation Ground Focus Group. The Town Clerk reported on the third
workshop session held on 17th April 2018, which focused on the young
children's play area. Ground Control would soon be providing a far more
detailed plan and they have provided reassurance that the cost will be
within the £1.5 million budget. This would exclude the cost of buildings,
which would be dependent on the youth hub/kiosk design. Following

consultation with the LTA in Lewisham, the club house building would now be greatly reduced in size, incorporating toilet and drinks-making facilities for the Tennis players and a club house for the bowls club. This building could be an off-the-peg design. An automated booking system will be introduced so that the courts can be booked freely to encourage regular play, with coaching arranged separately. The current policy of the LTA is to encourage Council control over courts so there will be no need for a club. Tom Carlton, our local tennis coach, was present at the Lewisham meeting and agreed with the proposal.

Cllr. Carter expressed his concerns regarding the small size of the skate park and the overall cost including the buildings. He suggested that the Highbury Hall facilities should be located on the recreation ground which would be a way of funding a building that is there and fit for purpose and would take the town forward with our youth development. He suggested that once the local plan is issued the projects can all be put together. Cllr. Edwards commented that it takes years to get a bowling green in a good condition and that the money should not be spent to move things. Cllr. Carter suggested that as the cost of the buildings is in addition to the £1.5 million, all the groups should come together with an architect. Cllr. Mrs. Ferguson agreed that there does need to be some overview to make sure that sufficient money is left for the groups that take more time with their research. It was decided to defer the Recreation Ground Focus Group findings until the local plan comes out at the end of July by which stage more accurate costings will be available on the projects, an overview will then be considered.

- (c) Public Engagement Sub-Committee. Cllr. Mrs. Ferguson reported on the meeting of 17th April 2018, stating that a Residents Survey is currently in production and will be sent to every resident in May, with the results produced in June.
- (d) Standing Orders & Financial Regulations. The notes of the meeting held on 9th April 2018 were **NOTED**.

The following amendments to standing orders were **AGREED**:

Standing Order 13a be amended by adding at the end, "and be inducted into their roles as councillors using the induction process adopted from time to time by the council"

Standing Order 26a iv be amended by inserting (before the words "must be received") the words "together with the co-option questionnaire adopted at the time by the council completed by the candidate to the extent he or she wishes" **and**

Standing Order 26a vi be added, reading, "The candidates' co-option questionnaires must be circulated – in confidence – to councillors at (or before) the co-opting town council meeting."

Standing Order 11d New standing order to read "All confidential correspondence should be marked either commercially sensitive or official.

Standing Order 11e New standing order to read "All staff and councillor e-mails should contain a "non-dissemination" footer."

The following amendment to standing orders was **DEFERRED** pending a trial of improvements to the audio-recording system:

Standing Order 1w be amended to: "At meetings of the Town Council, councillors may stand or remain seated when speaking but must speak into the microphone."

- (e) Web-Site Sub-Committee. The minutes of the meeting held on 26th March 2018 were **NOTED**.

0251 **IVY COURT SURGERY**. It was **RESOLVED** to allow a temporary siting of a portacabin on the Recreation Ground for a period of eighteen months, with the exact positioning being left to the director of operations, taking into account the location of services.

0252 **STATION ROAD TOILETS**. It was **RESOLVED** to approve ground floor plan 104b along with first floor plan 103a with the amendment to extend over the ramp. This will be discussed with the architect at a site visit.

The Committee moved into closed session. The decision can now, however, be made public.

0253 **GENERAL DATA PROTECTION REGULATIONS**. It was **RESOLVED** that GDPR-Info would be engaged to ensure the council's compliance with legislation. The council's requirement would be reviewed in two or three years' time.

End of closed session.

0254 **CORRESPONDENCE**. None.

0255 **MINOR MATTERS**. None

0243 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN**. None.

The meeting opened at 9.02pm and closed at 9:51pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 11th day of June 2018.

Chairman _____ (11.06.2018)