

Internal Committee 23rd April 2018
Town Hall Focus Group – Damp Remedy
Agenda Item 7a

Please note the attached minutes of the focus group. Item 5 refers to a damp remedy which carries a 10-year guarantee (membrane) and 20-year guarantee (other damp works) at a cost of £4420. Details are attached

The group has recommended that this quote be accepted and the work be carried out as soon as possible.

A draft of the letter for the secretary of state regarding treatment of capital and revenue finances is also attached for reference, as is a public information document regarding the works.

Proposal:

1. That the damp remedy work to the Town Clerks office should be agreed.
2. To note the letter to the secretary of state before submission and the public information document.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Within Town Hall repairs budget

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 5th April 2018

Members Present: Brian Fagg, Malcolm Kneller, Penny Kneller, Jo Gandolfo, Mike Pearson
Tina Croke & Jo Vos, The Town Clerk, Phil Burgess took notes.

1. **Chair.** Jo Gandolfo was elected as chair.
2. **Apologies for Absence.** Cllrs Pam Smith & Lisa Lovelidge.
3. **Minutes.** Minutes of the meeting on 24th January were agreed.
4. **Matters Arising.** Dealt with below.
5. **Damp Survey.** The Town Clerk gave details of 3 recent surveys by contractors on the former office of the Clerk. The first contractor stated it was outside their skill set, the second suggested underground drainage surveys and further investigation under the floors. Similar investigations had been performed in the past with no effect. A third contractor Timberwise, identified the problem straight away and provided details of a solution which would carry a guarantee. Cost of the works is £4420.23. It was agreed to refer the issue to council to authorise the expense and have this work done as soon as possible.
6. **Demolition of Rear vs Re-ordering.** Jo Gandolfo requested detailed costings for comparison regarding demolition or reordering of the 1930s extension separate from the main listed part of the building. The demolition and rebuild had been estimated at over £900,000 but no separate figures were held for reordering and repair of this section. Maylands would be asked to provide figures. The decision was deferred until full comparison figures were available.
7. **Letter to Secretary of State.** This had been prepared by John Crawford and Jo Gandolfo with additions by the clerk. The letter makes the case for using capital for the changes rather than revenue funds. It will be referred to the council to note.
8. **Scope/Communication document.** This document was prepared to advise the public and perhaps form part of the outline brief to architects. Publicity would include the web site, social media and notice boards. The newsletter would contain excerpts.
9. **Next Steps.** Members of the focus group would be delegated to prepare an outline brief for the architect. The focus group could agree this at the next meeting. Jo Gandolfo Mike Pearson, Brian Fagg and the Clerk would meet to prepare this.
10. **Equipment for display of information outside the town hall.** The administration team would research options for this facility.
11. **AOB.** A request was made for a breakdown of types of enquiries made at the Town Hall.
12. **Next meeting** 26th April at 6.30 - a refresher tour of the Town Hall would be given

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30 St. Dunstan's Street,
Canterbury,
Kent
CT2 8HG

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Email: canterbury@timberwise.co.uk

Report Mr Phil Burgess
Town Hall
24 High Street
Tenterden
TN30 6AN

Property Town Hall
24 High Street
Tenterden
TN30 6AN

Inspected By Robert Matthews CSRT CSSW

Date of Survey 13th March 2018

Date of Report 21st March 2018

**In Accordance with
Instructions Dated** 26th February 2018

Our Ref P37422

Dear Mr Burgess

Thank you for your enquiry and instructions regarding problems associated with dampness at the above property.

By using Timberwise, the largest privately owned British national preservation company, you automatically benefit from the high-quality service and value associated with past four decades of Timberwise work.

Please read this report in conjunction with the attached 'specifications' and 'client information' sheets contained within the folder.

Weather conditions at the time of our inspection were overcast with showers.

At the time of our inspection the property was occupied.

The above-mentioned property is a detached public building of 115 to 337mm brick construction.

All references are from the road facing the front elevation of the property.

IMPORTANT

This report is issued subject to our standard terms and conditions, which shall form part of any contract to carry our work based on the report. Please read them carefully.



Restrictions

I have not inspected parts of the structure which are covered, unexposed or inaccessible, due to carpeting, occupants furniture, fitted cupboards and the like, therefore I am unable to report that any such parts are free from defects.

The report will not include an inspection of the services.

Report

Our instructions from the client were to inspect the sub floor void within the rear addition left hand room for free flowing water and moisture ingress.

We must point out however that any structural timbers (i.e. suspended timber floors, wall plates etc) that bear directly or alongside any walls affected by rising damp could be suffering from fungal decay or insect attack. We have not carried out any investigation regarding such matters, but would be pleased to do so upon receiving your further instructions.

This report is based on our findings at the time of our inspection. We can give no assurance that walls not inspected or included for treatment could not or may not be affected by dampness at some later date.

OBSERVATIONS

An external inspection of the property showed evidence of an original damp proof course, this is of a bitumastic type and prone to breaking down due to compression.

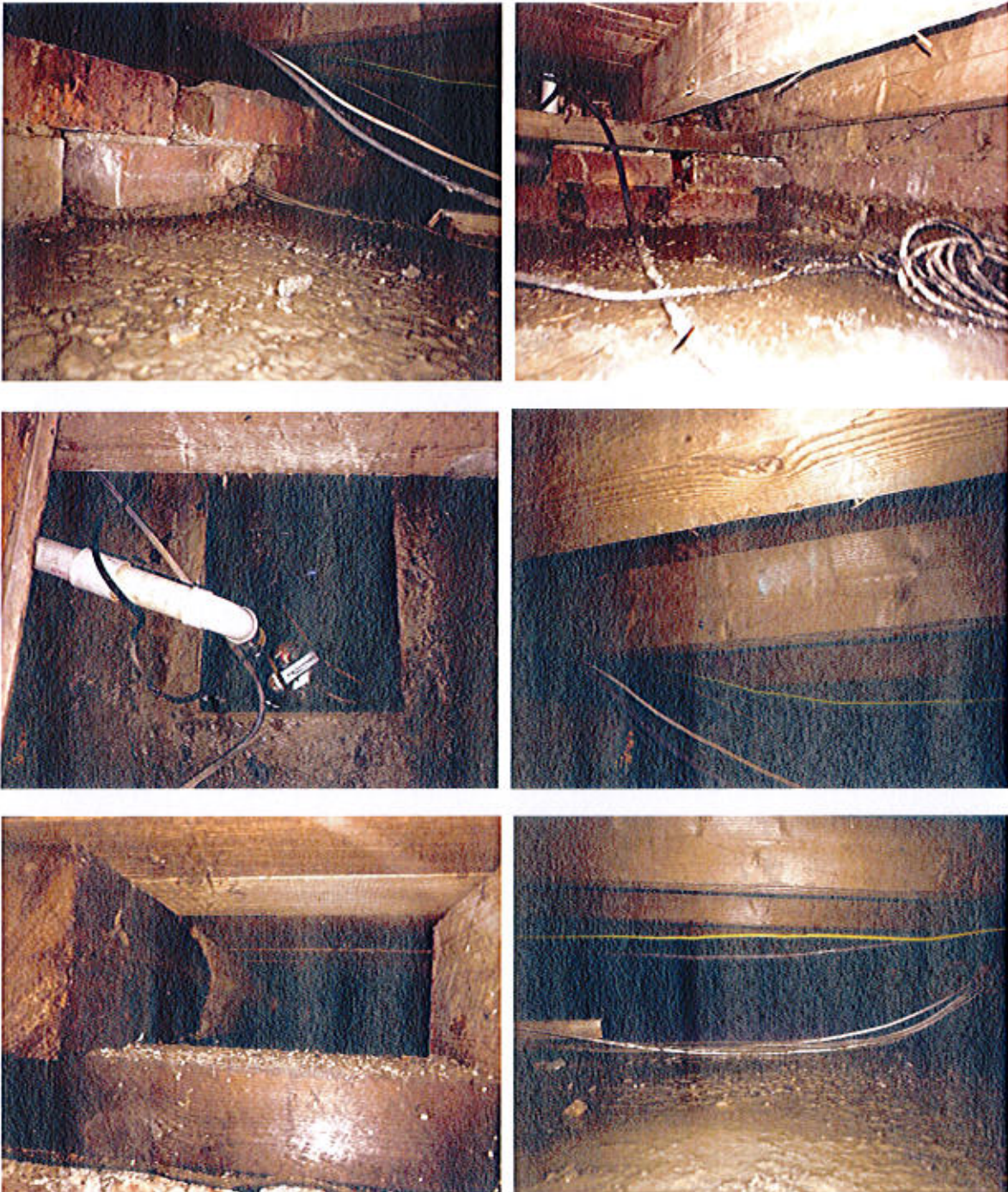
Inspection of the internal wall surfaces of the property was completed using an electronic moisture meter where high moisture meter readings were observed within the cupboard in the rear left-hand corner. The main room elevations are earth retained with no moisture content.



Inspection of the sub-floor void revealed a concrete base with sump chamber incorporating a float switch pumping station. The suspended timber floor is supported on cobweb sleeper wall build from the concrete slab. The concrete slab is showing signs of free lime on its surface. There were also areas of mould noted to the underside of the of the timber floor.

There was no evidence of wood boring insect attack that could be determined at the time of the inspection.

Moisture was noted pooling on the slab with no channels to direct the moisture to the sump. At the time of the inspection the sump was full and the pump was manually set to discharge the water.



The suspended timber floor is isolated from the masonry with DPM (Damp Proof Membrane) situated below the barer plates. No moisture readings other than airborne moisture was noted to the timber where tested.

External inspection revealed that the rain water down pipe to the rear left-hand corner discharges into a cavity within the hard standing. This should be connected to the adjacent surface water manhole.

Sub floor ventilation is adequate for this structure; however, masonry cover is damaged and requires clearing, prior to repair.



RECOMMENDATIONS

We would recommend the installation of a cavity drainage membrane to the sub-floor concrete slab to act as a vapour barrier. This is to be complemented with inset drainage channel set into the slab to direct the water to the sump chamber. The free lime is to be suppressed with a micro sealer liquid applied directly onto the concrete. The system is to be sealed around the perimeter and to the sleeper walls with corner-strip adhesive tape.

We would also recommend lining the walls within the rear left-hand cupboard with the membrane, connected directly to the floor membrane to manage any moisture directly into the sump chamber.

We would suggest that the pumping station is upgraded to a Delta V3 sump pump. Specially designed to remove water from a below ground structure. This can be connected to the existing discharge pipe work and power supply.

Please refer to the works to be carried out by the client prior to our arrival on site.

SPECIFICATION for the Guaranteed Control of Moisture Ingress and Wood Rotting Fungus and Mould Control

To be carried out by Timberwise

1 Protection/preparation works to include taping down dust sheets/hardboard to the floor of the designated work area to reduce dust settling. Taping polythene sheeting over any large free-standing personal items left in the designated work area (**NOTE** Timberwise cannot seal up door cracks/crevices or hang polythene over doorways as we will not be held responsible for any damage caused via the necessary fixings)

2 Form rebates within the solid floor to accept the drainage channel, remove the plaster within the rear storage cupboard and bag up the debris for disposal.

3 Thoroughly clean down the concrete slab and aqua-Vac to remove moisture.

4 Apply a full coat of Micro-Sealer to the concrete slab to combat the free lime.

5 Install the drainage channel bedded on 20mm washed stone.

6 Install the cavity drainage membrane over the floor surface sealing at the sleeper walls, perimeter and joints.

7 Install the Delta V3 pumping station into the existing sump chamber and connect the power and discharge pipe work.

8 Test the pumping station and drainage channel for flow.

9 Carry out mould spray to all accessible existing timbers

The area will be left ready for the client's own consolidation works.

Waste - For the clients' budgetary purposes and flexibility, please find enclosed a separate quotation for removal of the resultant debris from site.

Alternatively, our Technicians will bag up the resultant debris and leave on site for the client to arrange their own removal/disposal. **(Please cross out this item on the enclosed quotation if you would like to make your own removal arrangements).**

Works to be carried out by others

- Removal of furniture, loose laid floor coverings and stored items
- Lift the timber floor and stack within the treatment area for timber treatment.
- Remove any debris from the oversite.
- Supply power and water for our equipment
- Carry out consolidation works, including re-laying of the timber floor and all other reinstatement works

Important Client Notes

Minimum Charge

Please be aware that our minimum charge for works is £450.00+vat, should you not have all the recommended works carried out. This will only apply if the total cost for the works falls below this level.

Protection

For the clients' budgetary purposes and flexibility, please find enclosed a separate quotation for protection works to your furniture and stored items. If you do not require this, then Timberwise will loosely lay dust sheets to the work area and cover large items of furniture that cannot be moved with polythene sheeting.

Please note if the protection works are not completed prior to our arrival, this could cause delays in commencing the purposed works.

Skirting Boards/flooring/joinery

Every care will be taken during removal of boards and mouldings. However, some damage may be unavoidable, particularly if they are decayed or fixed with cut nails. We cannot accept any responsibility for any damage that may occur during removal.

If we have provided a quotation to supply and fix the skirting boards where plasterwork has taken place. These will be of stock pattern to match the existing as much as possible.

Fixtures and Fittings

Generally, we do not price to refit the fixtures, fittings, skirting boards and the radiators due to the wet plaster. These are best left until the plaster is dry or the walls have been painted. This would result in an additional visit. Please do not hesitate to contact our office should you require information with regard to the fixings/adhesives required.

GENERALLY

The above report is based upon our instructions as we understand them. If any part of this report and/or the attached quotation requires clarification or fails to address your expectation, please contact the office/surveyor and let us know of your concern immediately.

Although our report may refer to certain parts of the structure, we are not chartered, or structural surveyors and our report must not be interpreted as such. If you have any concerns about the structure of the property you should contact a qualified structural surveyor or engineer.

Upon completion of render plastering in conjunction with Damp Proofing works, clients may experience hair line cracking to the plaster. These hair line cracks will be superficial and will NOT present a problem regarding dampness. Dependant on climatic conditions and differing degrees of heat within the properties, during the curing period (generally 6 months) these cracks may be more or less extensive. After drying out period, cracks are to be filled with decorator's filler by the clients own builder. Timberwise cannot be held responsible for shrinkage cracks that may occur.

Our long term guarantee for Damp Proofing works unless otherwise stated in our report will be issued when the final account has been settled. In addition to our guarantee, as we are members of the Property Care Association, we are pleased to offer you the added benefit of the Guarantee Protection Insurance Limited "backup" fully insured guarantee. The premium is shown as a separate item on our quotation.

Please Note: Due to changes within the UK insurance industry, long term fully insured 20 year guarantees are no longer available, the maximum period of guarantee available will be 10 years. Timberwise's own 20 year guarantees will continue to be available on Timber & Damp works.

Where the works described in this work involve a party wall, we must draw your attention to the fact that the party wall act 1996 applies. This act requires the owner to notify their neighbours of any proposed works and obtain consent for the work to commence. Consent cannot usually be withheld.

Client is responsible for the removal of loose laid floor coverings and stored items including personal possessions prior to our arrival on site. Any delay caused due to floor coverings and items not having been removed may become subject to additional cost due to either work commencement being delayed or it not being possible to commence during that visit. Please note the importance of all necessary preparatory works being completed prior to our arrival and commencement on site.

The client is to supply suitable parking either by the use of a parking space or the purchasing of visitors vouchers.

We understand that there is no known presence of asbestos containing materials within the property. In the unlikely event that we uncover suspected asbestos containing materials Timberwise may have to suspend work to have the material investigated for asbestos. We will stop work, seal the area and immediately inform you. Testing for asbestos is an easy procedure which we can either deal with on your behalf or make recommendations.

Our surveyor who has been dealing with this property is Robert Matthews and he would be more than happy to accept a call during the daytime and up until 5:30pm. His mobile number is 07970 602074.

Please note that our enclosed quotation is based on carrying out the work during normal working hours (Monday to Friday). To arrange for a convenient start date for the works to proceed please complete and return the enclosed Acceptance to the local office. If you would like to arrange a provisional start date by telephone, then please call the local office on 0870 225 7998.

Yours sincerely

Robert

Robert Matthews
For and on behalf of TIMBERWISE (UK) LIMITED

Enclosures:

1. Preservation Client Information sheet

SKETCH PLAN (not to scale)

Timberwise
BELOW GROUND WATERPROOFING

Reference Number:
P37422

Date:
13-03-2018

Property Address:
Town Hall 24 High Street TN30 6AN

Surveyor(s):
Robert Matthews CSRT CSSW

Legend:

Single Brick Wall

Drainage Channel

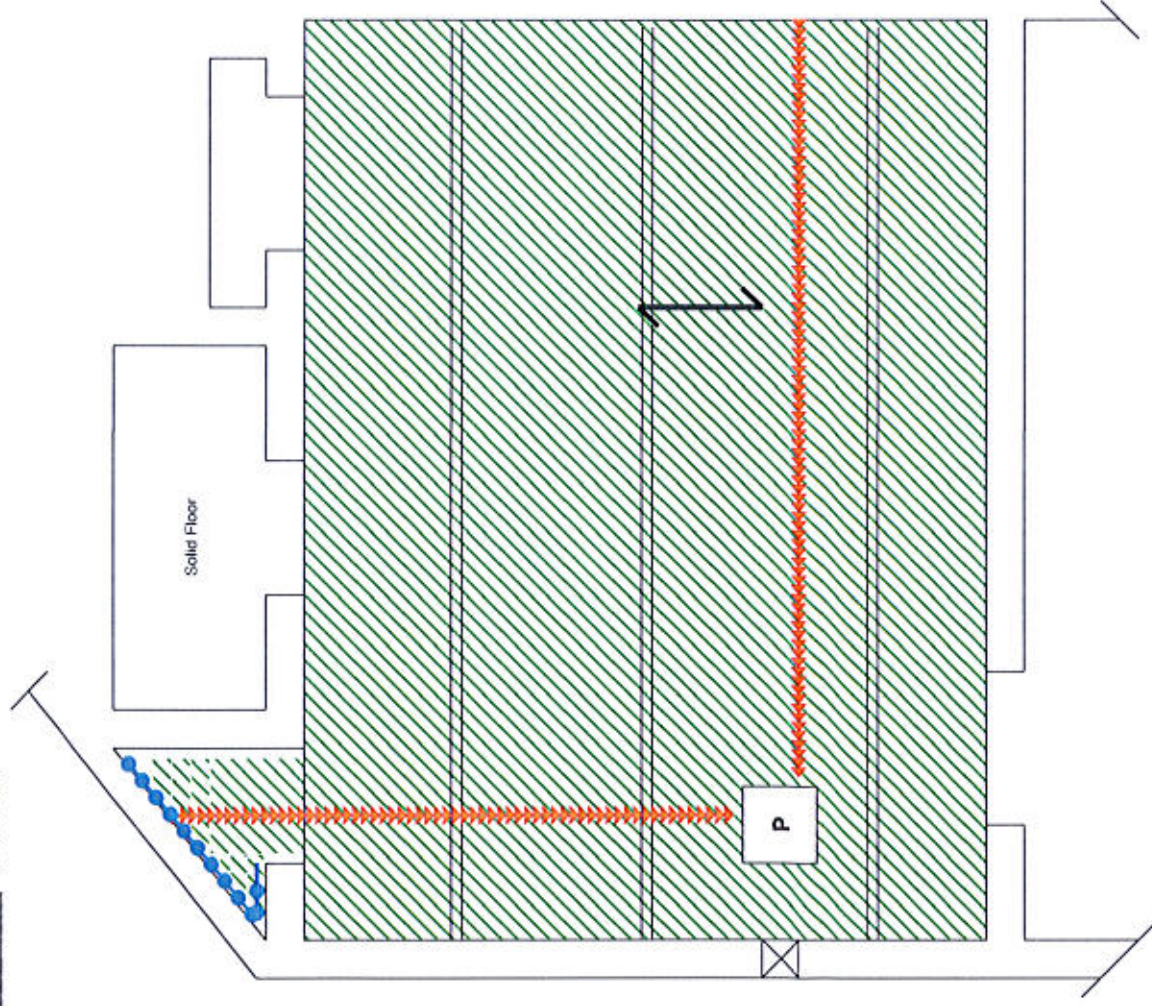
Wall Cavity Drain Membrane

Floor Cavity Drain Membrane

Joist direction

Air Brick

Pump Installation



Quotation and Acceptance
To be returned when quotation is accepted
Property

Mr Phil Burgess

Town Hall
24 High Street
Tenterden
TN30 6AN

Unit 7 Marshwood Close
Canterbury
Kent
CT1 1DX

Tel 01227 389904 For Survey Enqs.
Tel 0203 328 3954 program works
Fax 0208 641 4343
Email london@timberwise.co.uk
www.timberwise.co.uk

Date 21st March 2018

Your Timberwise Contact is Robert Matthews CSRT CSSW

Our ref P37422

Carry out works as detailed in our report dated 21st April 2018
Please cross out items not required

Works as specified on the report	£3,899.12 + vat
Optional	
Protection works	£109.79 + vat
Removal of rubbish	£302.68 + vat
Optional 10 Year Guarantee Insurance including 12% IPT	£108.64 (membrane)
The above figure comprises of the following:- (Insurance Premium £62, Admin £35 & Insurance Premium Tax £11.64)	
*Price Includes Timberwise 20 year Guarantee	

Mr/Mrs/Miss

Forename(s)

Surname

Signed

Address to which the invoice should be sent:

☐ 40% Deposit amount
attached or take from
debit/credit card as
detailed:

Guarantee to be in the name(s) of

☐ Full amount 40%
deposit is to be taken from
my debit/credit card as
detailed immediately and
the balance to be taken
upon satisfactory
completion of the work

Please tick your intended method of payment

Cash ☐ Cheque ☐ Bank Draft ☐ Building Society ☐ Local Auth. Grant ☐

Maestro / Delta Card No ☐ American Express No ☐ Mastercard / Visa Card No ☐ Pay Online ☐

☐ ☐

Expiry Date ☐ ☐ ☐ ☐ Issue No ☐ ☐ ☐ Card Security Code ☐ ☐ ☐ (on back of card)

Data Protection: We may use the information you supply us with for sending you information surrounding the products and services Timberwise can offer. Your contact details will not be passed on to 3rd parties in any circumstances. If you **do not** wish to receive further communication from Timberwise by certain media please select the appropriate box(es):

Mail ☐ eMail ☐ Telephone ☐ Fax ☐



To Secretary of State etc

Request to use Capital Receipts for Regeneration Project

As the town clerk and RFO, I am writing to you on behalf of Tenterden Town Council, which is a designated third tier of local government. The enquiry relates to the treatment of capital as opposed to revenue expenses.

I am seeking confirmation of advice received from our internal auditor David Buckett, that proceeds from a recent council land sale can be used for reordering of the Grade II listed town hall. Our auditor has significant experience of the financial aspects of this type of project, having served as Borough Treasurer/Financial Services manager (section 151 officer) for Swale Borough Council and more recently as Financial Consultant to Kent Association of Local Councils. This project is a key element of Tenterden town's regeneration project in response to lengthy consultation with residents following the planned erection of 525 new houses in the town - a significant contribution to the local plan. Other projects include provision of and improvement to leisure facilities, arts and culture activities and various sporting facilities.

Currently the building has very limited disabled access; there is a significant damp problem on several outside walls and one office at the back of the building is currently unusable because of trapped water under the building so drainage under and around the building needs serious attention; the existing fire escape needs attention; current heating, electrical and sound systems use outdated, inefficient technologies and may indeed constitute a potential fire hazard; the roof has been patched over the years and is in need of complete overhaul which will need additional insulation to comply with today's more exacting standards.

Any repair or refurbishment must comply with grade II listed buildings regulations and all works must also comply with health and safety and employer's liability act. Given its Grade II listed status, access issues and multiple levels, preliminary inspections carried out by Maylands Consulting estimate repair costs well beyond existing revenue funding.

The vision of the local councillors, through judicious use of this money, is to regenerate the existing Grade II listed town hall (badly in need of urgent repair) to provide sustainable essential council services and cost neutral extended community services in this iconic building at the centre of our rural community.

Benefits to the community will include:

- A. Provision of a range of community led services under one roof in response to residents' key needs e.g. NHS health initiatives, tourist information, citizens advice, outreach, police, Kent Savers credit union and support for abuse victims etc.
- B. Greater and more varied use of a community-led resource for the community for social, entertainment, toddler groups, retired groups, learning groups, business enterprise, creative endeavours etc.
- C. Easy access to information about the community for the community through improved use of technology.
- D. Sustainable asset for the community.
- E. Predictable maintenance costs having neutral impact on local rates.

Benefits to the council will include:

- A. Sustainability with predictable running/repair budget enhancing intrinsic value of the building.
- B. Increase in services offered and more efficient utilisation of the facility to deliver services.

- C. Increased rental income to offset running costs.
- D. Improved communication through use of technology.
- E. Compliance with the various standards applicable to a public building and work place.

To this end, councillors have been focused on achieving these fundamental principles:

1. To ensure the basic building and infrastructure are repaired and refurbished to a standard sufficient to create a 30-year period free of significant maintenance.
2. To improve and utilise insulation, heating, ventilation and 21st century technology to significantly reduce running costs and improve communication
3. To provide adequate minimum accommodation for all paid officers
4. To facilitate the delivery of services to the community to reflect changing local needs
5. To create additional flexible and functional spaces to ensure and improve occupancy by local individuals, local organisations, service providers and public agencies
6. To increase commercial income and thus contribute to continued sustainability of the asset
7. To restore and maintain this grade II listed building and its historic features
8. To seek extra funding through grants etc in order to be as economical as possible
9. To employ local professionals and tradesmen to carry out essential surveys and necessary works

The estimated costs for repair and refurbishment are split £... for capital expenditure and £.... for revenue expenditure. Those items allocated to revenue expenditure will enhance the intrinsic value of the building and our auditors believe should be treated as capital expenditure. With the objective of creating a sustainable building for the future, once completed, the council plans to be able to maintain the building without significantly increasing council's precepts. (App 1).

The attached extracts from Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 in support of our request attached conditions strongly support our request that the extraordinary one-off regeneration project, otherwise unachievable, be fully funded from the council's capital receipts. (App 2).

The advice of our auditor is to seek confirmation from you that we are able to treat this one-off project in its entirety as a capital expense and we await your affirmative response.

We hope to be able to undertake the work in the near future and to this end I would appreciate an early reply

Yours etc

UTILISE NEWLY ANNOTATED PROJECT COSTS in (App 1)

UTILISE REFERENCES 22-39 and 41 in (App 2)

TOWN HALL REFURBISHMENT - GIVING TENTERDEN A COMMUNITY HUB

The town councillors believe it is important to let the residents, new and existing, know their plans concerning the use of monies derived from the land sale with regard specifically to the town hall building. This project is in addition to other free-standing projects which have been allocated monies from the sale. The Lipton report highlighted that although residents love their town hall, they're frustrated that it serves so few people. A focus group comprising local residents has been meeting to advise councillors and here is a status report on their deliberations.

The councillors vision is, through judicious use of this money, to regenerate the existing Grade II listed town hall (badly in need of urgent repair) to provide sustainable council services and cost neutral extended community services in this iconic building at the centre of our rural community.

Benefits to the community will include:

- A. Provision of a range of community led services under one roof in response to residents' key needs e.g. NHS health initiatives, tourist information, citizens advice, outreach, police, Kent savers, abuse victims etc
- B. Greater and more varied use of a community led resource for the community for social, entertainment, toddler groups, retired groups, learning groups, business enterprise, creative endeavours etc
- C. Easy access to information about the community for the community through improved use of technology
- D. Sustainable asset for the community
- E. Predictable maintenance costs having neutral impact on local rates

Benefits to the council will include:

- A. Sustainability with predictable running/repair budget enhancing intrinsic value of the building
- B. increase in services offered and more efficient utilisation of the facility to deliver services
- C. Increased rental income to offset running costs
- D. Improved communication through use of technology
- E. Compliance with the various standards applicable to a public building and work place

To this end councillors have been focused on achieving these fundamental principles:

1. To ensure the basic building and infrastructure are repaired and refurbished to a standard sufficient to create a 30 year period free of significant maintenance.
2. To improve and utilise insulation, heating, ventilation and 21st century technology to significantly reduce running costs
3. To provide adequate minimum accommodation for all paid officers
4. To facilitate the delivery of services to the community to reflect changing local needs
5. To create additional flexible and functional spaces to ensure and improve occupancy by local individuals, local organisations, service providers and public agencies
6. To increase commercial income
7. To restore and maintain this grade II listed building and its historic features
8. To seek extra funding through grants etc in order to be as economical as possible
9. To employ local professionals and tradesmen to carry out essential surveys and necessary works

Residents may be surprised to know that currently the building has very limited disabled access; there is a significant damp problem on several outside walls and one office at the back of the building is currently unusable because of trapped water under the building so drainage under and around the building needs serious attention; the existing fire escape needs attention; current heating, electrical and sound systems use outdated, inefficient technologies and may indeed constitute a potential fire hazard; the roof has been patched over the years and is in need of complete overhaul which will need additional insulation to comply with today's more exacting

standards. Any repair or refurbishment must comply with grade II listed buildings regulations and all works must also comply with health and safety and employer's liability act.
The anticipated budget is £1.5 of the £3.5 million available.
Your comments are welcomed and should be addressed to:

**TENTERDEN TOWN COUNCIL
INTERNAL COMMITTEE**

Standing Orders & Financial Regulations Sub-Committee

Notes of a meeting held at the Town Hall at 5.00pm on 9th April 2018.

<i>No</i>	<i>Item</i>	<i>Action</i>
1	Present: Cllrs. Knowles, Mulholland, Nelson & Sugden. The Town Clerk was also present and took notes	
2	Apologies. Cllr Mrs Smith.	
3	Declarations of interest. None.	
4	Chairman. Justin Nelson was appointed chair.	
5	Minutes of the meeting held on 13 th Feb 2018 were approved. Standing order changes to be introduced as detailed in minute 9	
6	Matters arising. As below	
7	New Councillors and Co-option. a) Questionnaire. Introduce wording "The Council seeks to have a broad representation and will welcome applicants from diverse backgrounds in accordance with its equal opportunities policy." In the background section retain the wording up to "team player" and from "as a new councillor" and remove the text between. The applicant will be asked "Is there anything else you wish to say" Amendments to standing orders 26a as per background paper agreed. b) Induction of Councillors. Wording amendment agreed as per background paper to standing order 13a. The Clerk would trial a new checklist when taking an induction session with Cllrs Crawford and Freeman and amend as required.	PB
8	Standing Orders amendments. a) The requirement to stand when addressing council (1w) would be made optional with this standing order stating "Councillors may remain seated and should speak into the microphone". b) Recorded votes for all resolutions. This suggestion was rejected as being too slow. The options already exist to request a recorded vote or register an abstention. c) Standing order 11 would be amended to accommodate protective markings for official and commercially sensitive items. d) A standard "non-dissemination" footer would be added to staff and councillor e-mails to prevent forwarding without the sender's permission and to accommodate instances of sending mail to the wrong recipient	PB

9	Any other business. None	
10	Date of next meeting. As required	

TENTERDEN TOWN COUNCIL

Questionnaire for candidates for co-option as councillor

Background: The council seeks to have a broad representation and will welcome applicants from diverse backgrounds in accordance with its equal opportunities policy. The council wants to co-opt someone who will be a team player, and as a new councillor, will be able to challenge assumptions, prejudices and customary practices in a constructive way.

Please therefore complete this questionnaire to the extent you are comfortable doing so (adding extra pages if extra space is needed) and return it to the Town Clerk. Copies will be given to existing councillors to help them decide how to vote, but will then be destroyed (except for the Town Clerk's copy for records) and the contents will otherwise be kept confidential.

Name: _____

Home address: _____

Occupation: _____ Place of work: _____

Date of birth: _____ Gender: _____ Ethnicity: _____

1.	Have you attended town council/standing committee meetings or listened to online recordings of them?	Yes / No
2.	Are you on the mailing list to receive agenda papers and minutes of meetings?	Yes / No
3.	What local groups or organisations are you a member of?	
4.	What do you think that the council does well?	
5.	What do you think the council could do better, and how?	
6.	What new activities should the council start doing?	
7.	What existing activities should the council stop doing?	
8.	Can you commit to attending – (a) Council/standing committee meetings on the second Monday of each month?	Yes / No
	(b) Sub-committee meetings approximately twice a month on a week day – during the working day / in the early evening (<i>delete as appropriate</i>)	Yes / No
	(c) Local organisations' meetings as a council representative approximately every other month on a week day – during the working day / in the early evening (<i>delete as appropriate</i>)	Yes / No
9.	Will you undergo induction training within six months, if you are co-opted as a councillor, and further training as appropriate for any role(s) you take on?	Yes / No
10.	Is there anything else you wish to say – continue overleaf if necessary	

Dated: _____

Signed: _____

Amendments to standing orders following agreement at Standing orders and Financial regulations sub-committee

- 1 **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."
- 2 **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"**
- 3 **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**
- 4 **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."**
- 5 **Standing Order 11d New standing order to read "All confidential correspondence should be marked either commercially sensitive or official.**
- 6 **Standing Order 11e New standing order to read "All staff and councillor e-mails should contain a "non-dissemination" footer."**

Crime and disorder reduction impact: None

Biodiversity conservation impact: None

Suggested source of funds: None needed

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

WEBSITE SUB-COMMITTEE

MINUTES OF A MEETING ON 26TH MARCH 2018

Councillors Present: Mrs. S. Ferguson, C. Knowles, Dr. L. Lovelidge, K. Mulholland and A. Sugden. Deputy Town Clerk, Mrs. C. Gilbert (note taker) was also present.

- 1. Apologies for absence:** none.
- 2. Minutes of the Meeting on 12th June 2017.** Agreed.
- 3. Matters Arising.**

Minute 5 – Website Training. Claire Gilbert reported that training was yet to be booked with Webbox, for both herself and Sharon Ratcliffe, but she would ensure this was done.

- 4. Review of the Website.** The Committee went through the website and the following observations were made and actions noted.
 - 4.1 'What's on' (the home page picture link). Logos need checking for the various groups, particularly those with a white background, as the 'What's on' title was not visible.
 - 4.2 'What the Council does'. In this section, the link to 'which authority carries out which tasks' should be separated from the body to make it more visible.
 - 4.3 'Links' Page. KCC Highways should be a direct link to 'report a fault' and the tab title amended. A link should be added for ABC's planning. The 'Highways Maintenance' and 'Planning' picture tabs on the bottom of every page should go to the right websites rather than our own 'what we do' page.
 - 4.4 Planning. Set up a Planning page to explain how planning works within the Town Council, etc. and ensure there is a link to ABC's Planning page.
 - 4.5 Audio Recordings. Put either a box round the link to the audio minutes sentence or make it stand out better.
 - 4.6 Focus Groups/Regeneration Project. On the homepage, include more information instead of just 'Tenterden Regeneration Project', i.e. 'Focus Groups, Community Chest & History of the Project'. On the first click, instead of all text on the page and a further drop down tab for 'Focus Groups', turn the whole page into drop down menus clearly marked: Town Hall Focus Group, Cinema Focus Group, Recreation Ground Focus Group, Community Halls Focus Group, Community Chest, Historical Information on the Regeneration Project. Cllr. Justin Nelson had asked (via email) for the Committee to consider including a brief statement of the current position for each of the Focus Groups before the public have to click on the minutes of each.

- 4.7 Bookings. For the 'enquire online' tab for each hireable space, there needs to be a drop down to select the room/venue. At present, enquiries come through, but it does not state what room/venue it is for.
- 4.8 'What's on' Page. There needs to be a link to MyTenterden Events page when you click on 'Events in and Around Tenterden' at the top of the page as it currently does not go anywhere. Subsequent to the meeting, it was identified that this link goes to the bottom of the page once local/Council events are added, i.e. May Fayre, etc. There is also a 'Links' section at the bottom of that page which does go direct to the Events page on MyTenterden. On the right hand side of the page, there are links to TenterdenTown and MyTenterden. TenterdenTown needs removing and MyTenterden needs updating so that it goes to their events page. The weekly classes also need updating.
- 4.9 Meetings including Audio. On 'The Council' drop down menu, rename 'Meetings including Audio' to 'Agendas, Minutes & Audio Recordings of Committees'.
- 4.10 Members. Click box on homepage and listed on 'The Council' drop down menu. Change to 'Who We Are'. On the Members page, remove Rowan and add the two new Councillors. It was discussed whether the Community Warden and Dog Warden should be added to the list, but it was decided that these should be added to the 'Links' page. They could then be contacted via the ABC/KCC websites.
- 4.11 PDFs. Cllr. Sue Ferguson suggested removing spaces from file names when uploading – these can be replaced by a '-' to avoid % marks in the file name.
- 4.12 Fax Number. Remove from the website as no longer used.
- 4.13 Preparing for Emergencies. It was suggested that this be moved to under 'The Council' drop down menu. The tab on the homepage should be replaced with 'Agendas/Minutes link'.
- 4.14 News. Webbox appear to have tweets on the right hand side. These need either removing or replacing with our own tweets feed.
- 4.15 Back up of Website. Check with Webbox that they do hold a back up of the website.
- 4.16 Statistics. It was suggested that we investigate what is most 'clicked' on our website. Claire will look into this.

7. Any Other Business

- 7.1 Claire agreed to find out what the current agreement is with Webbox. It was agreed that we should meet with Webbox in March 2019 to see if there are new ideas out there for improving our website.
- 7.2 Cllr. Justin Nelson (via email) asked the Committee to consider inviting Webbox to quote for setting up a new page for hireable spaces. Claire will then be able to upload the data. The Committee agreed with this request.
- 7.3 Advertising and promotion of the Council's facilities is dealt with internally by the Town Clerk's office as the costs for this are within the Clerk's

discretionary budget. For transparency, a request has been made that this Committee discusses paying MyTenterden the £100.00 annual fee to promote: the Town Hall as a wedding venue and hireable space; the Council's other hireable spaces; and the Friday Street Market. Although Cllr. Sue Ferguson is one of the co-owners of MyTenterden, this is a business transaction and not the Council paying a Councillor. The Committee agreed to advertising and requested that the Town Clerk writes to Sue agreeing the terms and conditions and detailing the advertising required.

8. **Date of Next Meeting.** A meeting will be arranged once the action points from this meeting have been completed.

Meeting Closed at 8.30 pm.

Internal Committee 23rd April 2018
Ivy Court Temporary Accommodation
Agenda Item 8

During the works to extend and upgrade the surgery, facilities will be required off-site to allow the work to go ahead.

A request has been received from the Lyndsey Webber, practice manager at the surgery, for assistance during this transition.

Accommodation will be required for 16 staff and 4 clinical rooms and Lyndsey has been advised that 1 portacabin will meet the requirements. The facility may be required for up to a year but should be clear in advance of any work on the recreation ground. The temporary use of East Cross Clinic is likely to run alongside

Ideally the portacabin should be close to the surgery and the site suggested is the area immediately to the south of the Recreation Ground car park near the small seating area. (Plan attached – portacabin in blue). Access through the nearby gate will be retained.

The facility will require electricity, water supply and waste disposal. All services will be the responsibility of the contractor and the cost of any trenching work, waste disposal and making good after the need for the facility has passed will be met by the surgery.

Water supply and electricity (sourced from the pavilion supplies) could be recharged at cost.

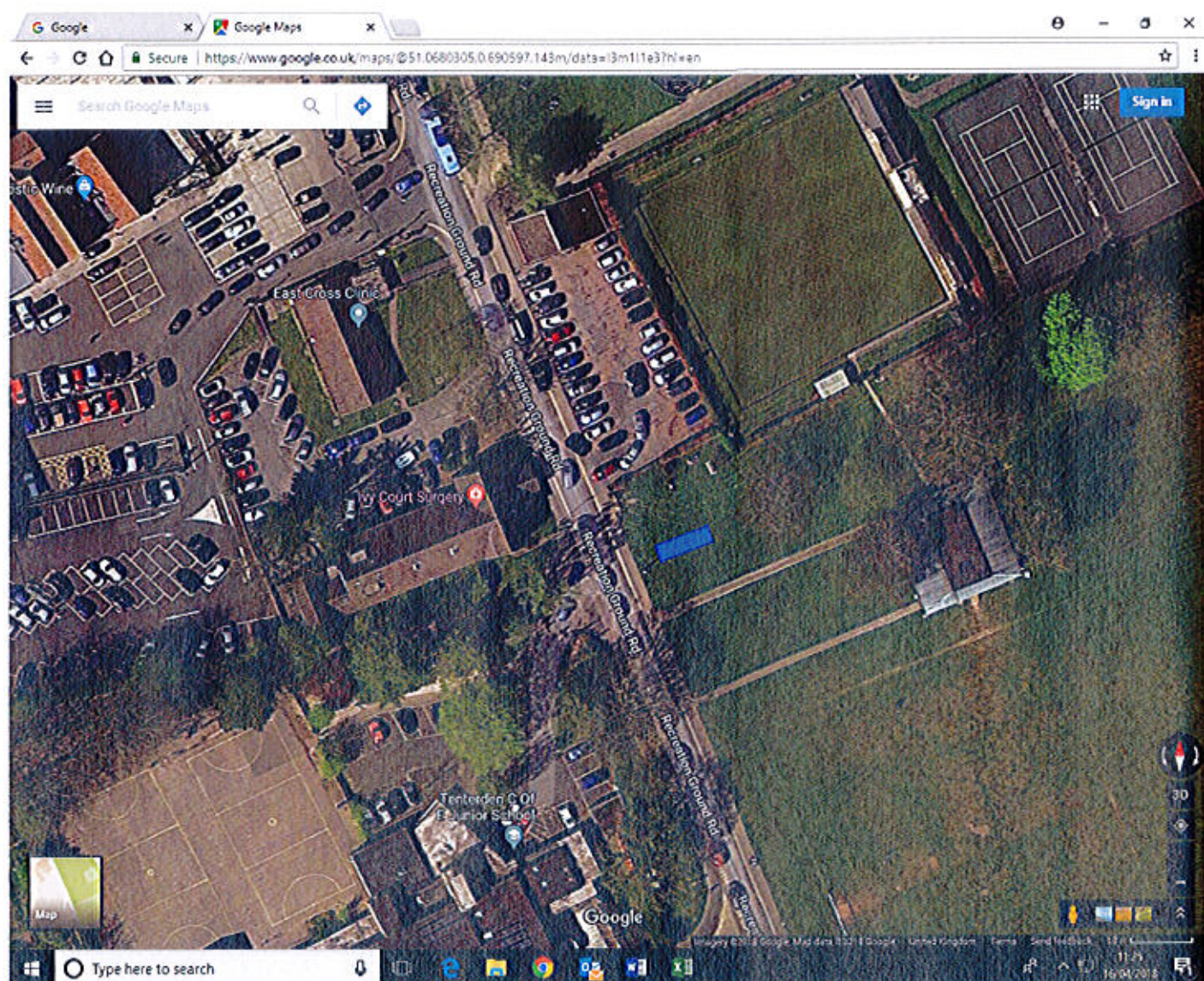
Further particulars of the requirement should be available from the surgery at the meeting.

Proposal: That the positioning of the portacabin should be agreed in principle with all associated expenses to be met by the surgery.



Phil Burgess
Town Clerk

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



Internal Committee 23rd April 2018

Station Rd Plans

Agenda Item 9

The latest drawings are attached for the Station Rd toilet modifications.

The architects were asked to include an option for adult changing ("Changing Places") facilities should this be required.

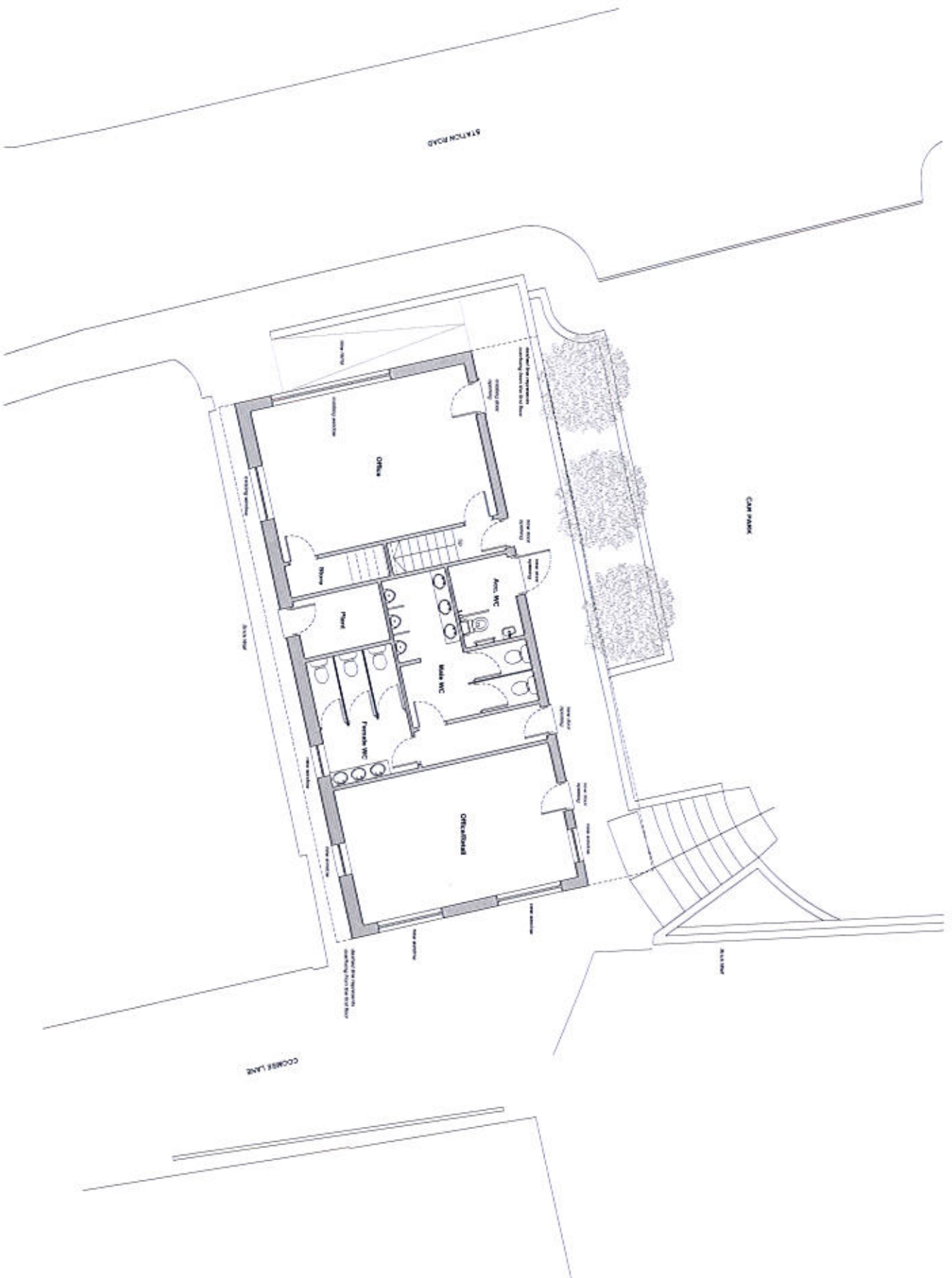
Proposal:

1. That council should indicate their preferred option and any proposed changes.
2. That designated councillors and the clerk should meet with the architect and refine the plans where necessary.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Toilets reserve is held. Changes will generate an income

[illegible]

Types of dissemination, access and evaluation
Many of the documents in the volume are currently, by way of their in-printing, out-of-print status:
 • *For example, 'our own journals are currently off the shelves of Trinity University, a school of private, non-sectarian, middle-class, non-union teachers that is close to the red line' (p. 16).*
 For all questionable work, see *Notes and Bibliography*.
 The *Journal of Teacher Education* (JTE) (Spring 1977) has a review of *Teacher Education* (JTE 10:173).

Year	Label	Investigation
A	11/20/2017	Atypical v. r/o flu virus testing normalcy test was found
B	20/03/2018	Atypical v. r/o gastrovir testing normalcy test was found

Project Title
Tendringen Town Council
Tendringen Town Hall
24 High Street
Kent
TN30 6AN

Conversion of public toilets into separate Male and Female toilets and office space

Ground Floor Plan OPTION 2

Issue	Revised by
1.50 @ A1	CM
1 year	Classified by
March 2018	JK

CLAGUE ARCHITECTS

