

ARCHIVES AND REGALIA SUB COMMITTEE

Minutes of meeting held on FRIDAY 14th June 2019 at 3pm in Councillors Room

Present: Cllrs Jean Curteis & Sue Ferguson, Mr Henry Edwards

Apologies: Ms. Nikki Gooch

Non Apologies: Cllr P. Smith

Note Taker: Cllr Jean Curteis

Minutes of last meeting approved

Regalia

Estimate for the cost of repairs to the Mayoress/Mayors Escort Badge have been approved.

Jean will take badge to Rye next week for repair.

Also Deputy Mayors badge will be taken to Rye to have lanyard removed and chain reinstated.

Regarding the Past Mayors/Mayoress escort badge Henry has suggested that we ask if it would be possible to purchase and hold in stock two or three badges & definitive bars in order to keep costs down

Jean will speak to office

Archives

After discussion at Council meeting and further investigation by Cllr, Walder it was agreed that the only option ref the display cabinets is to hire them as per estimate obtained by Jean and submitted to Council.

(Post Meeting) This item has to be deferred until next council meeting

If we go ahead with the hire of the display cabinets we may be able to obtain a grant from ABC.

Council agreed to go ahead with the purchase of 6No. display boards as per information supplied to the Council by Sue in the Sum of £928.80 inc vat.

Every person purchasing a catalogue will be given a raffle ticket – prize to be given by the Mayor

Sue will sort out suitable pictures for the display boards.

Henry has confirmed he will bring his collection of old brewery memorabilia

Nikki will be asked to contact Alderman Adams grandson to enquire if the offer of items is still current. We will invite him to the exhibition.

Opening hours for the exhibition are to be

Friday 27th September 11am -4pm Opening ceremony with tea, coffee and cake/scones

Saturday 28th September 10am – 4pm This exhibition will then become part of a Mayoral event

Sunday 29th September 10am – 4pm

Next Meeting: 19th July 2019 at 3pm in the Councillors Room

Internal Committee 8th July 2019
Tourism and Business Membership
Agenda Item 8

At the external meeting on 10th June, 10 members were elected to the Tourism and Business sub-committee.

The principle of sub-committees is that smaller groups can discuss and make recommendations to the standing committees more efficiently than debating the subject at standing committee level.

The appointment of 10 members (2 more than our internal and committees) does go against this principle.

A restriction in councillor membership is particularly important when members of the public are involved in the sub-committees. Large groups become unwieldy, minuting is difficult and decision making is diluted.

Although generally I would advocate a reduction in the numbers of sub-committees, in the case of Tourism and Business, there is a case for having a dedicated Tourism sub-committee and splitting off the High Street regeneration elements.

The membership decision made on 10th June can be reversed under Standing Order 7a "by a motion moved in pursuance of the recommendation of a committee"

A full review of sub-committees will be prepared for the August meetings where we are hoping to make a reduction in their numbers.

Proposal:

1. That the Tourism and Business sub-committee should be split into a) Tourism & Business and b) High Street Regeneration. The latter sub-committee should include the CAMP (conservation area management plan)
2. That membership of each of these sub-committees be restricted to 5.
3. That members should be re-elected to each of these sub-committees at External committee
4. That membership of all sub-committees from the next council year and all newly formed or merged sub-committees be restricted to 5.



Phil Burgess
Town Clerk

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

Internal Committee 8th July 2019

Archives Exhibition

Agenda Item 9

It is the intention of this committee to display to the public items of memorabilia and Town Council artefacts.

As some of these items are valuable, they require secure glass storage cabinets to display them. The Mayor has obtained indicative quotes on the hire of these cabinets. Grant funding may be available from ABC towards this. Hire costs are £2,000 for this specialist equipment (see attached quote)

The June meeting of the Internal Committee authorised the purchase of display panels for the event but deferred the costs of hiring display cabinets and other expenses relating to advertising printing etc.

Other suppliers have been checked for hire costs of secure display equipment and the quotation seems competitive.

The maximum budget of £5,000 is therefore requested by the sub-committee (see minutes). Although the actual expenditure with savings and likely aid from ABC cultural fund is likely to be much less.

Proposal: That the maximum (overall) budget requested by the sub-committee be allowed, which would include the previously agreed display boards at £928



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: A one-off expense – panels usable for other functions

QUO-29959-B6N4-0-DS



the exhibition specialists

QUOTATION

Quote Number:

Date: Monday 20 May 2019

Jane Curtis
Tenterden Town Council
Town Hall
24 High St
Tenterden
TN30 6AN

PART #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Del-Co//TD	Delivery and Collection of hire stock 2 man team required - Stairs to first floor	1	£250.00	£250.00
AT1/TD	Counter Top Unit 1500mm (w) x 600mm (d) x 1050mm (h) - 4 Halogen Lights	8	£219.00	£1,752.00
NET VALUE				£2,002.00
CARRIAGE				
VAT @ 20%				£400.40
TOTAL				£2,402.40
Hire Delivery/Collection Dates 26 September 2019 / 30 September 2019				
Additional Information:				

The above prices are subject to carriage, VAT and the Standard Terms and Conditions of Access Displays Ltd (copy available upon request or by visiting our website). Availability is based on stock levels as at the time of quotation and is therefore subject to change and cannot be guaranteed. Any additional costs incurred, which have not been charged for, will be charged separately. No order may be cancelled by the

www.accessdisplays.co.uk info@accessdisplays.co.uk +44 (0)1793 613086

From: DSmith@accessdisplays.co.uk
Sent date: 27/03/2019 - 11:37
To: jmcurtels@btinternet.com
Subject: Glass Cabinet Hire
Attachments: image003.jpg 16.8 KB

Good Morning Jane,

Many thanks for your time earlier.

Following on from our conversation you shared with me that you are due a meeting next week to plan how best to make your exhibition a success.

I've kindly shared below a variety of glass cabinet's that are at our Wimbledon depot which is just over 1hr away from your location. Kindly find below links which will share with you the cabinets:

- <https://www.accessdisplays.co.uk/shop/hire-ac-freestanding-display-glass-cabinet/>
- <https://www.accessdisplays.co.uk/shop/hire-accw-freestanding-glass-cabinet/>
- <https://www.accessdisplays.co.uk/shop/hire-ad-freestanding-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-adcw-cb-freestanding-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-adpw-pl-freestanding-display-cabinet/>
- <https://www.accessdisplays.co.uk/shop/hire-adtt-rotating-display-cabinet/>
- <https://www.accessdisplays.co.uk/shop/hire-kdb-kudos-freestanding-plinth-case/>
- <https://www.accessdisplays.co.uk/shop/hire-an-counter-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-anc-counter-display-case/>

Perhaps these links below will be a good option for the paperwork of the history of the town you like to display:

- <https://www.accessdisplays.co.uk/shop/hire-at1-table-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-at1c-counter-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-at2-table-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-at2c-table-display-case/>

The display cabinet's I've shared above are fitted with our new LED lights, this means the illumination of them is a lot better meaning the items you wish to display will look wonderful.

Love to hear your thoughts after your meeting next week.

Hope this is helpful.

Warm Regards,

Dylan Smith | Customer Support Executive

Access Displays Ltd

dd: 01793 489985 | email: dylan@accessdisplays.co.uk
office: 01793 613088 | web: www.accessdisplays.co.uk

ARCHIVES AND REGALIA SUB COMMITTEE

Minutes of meeting held on Thursday 24th May 2019 at 3pm in Councillors Room

Present: Cllrs Jean Curteis & Sue Ferguson, Mr Henry Edwards, Ms Nikki Gooch.

Note Taker: Cllr Jean Curteis

Regalia

Jean reported that she had taken the Mayors/Mayoress escort badge to Rye to get an estimate for the damage to the enamel.

It was agreed to request the Internal Committee to agree that if the cost was reasonable the repair should go ahead as soon as possible without further reference to the committee.

Archives

Henry has located his memorabilia from the Old Brewery and is willing to put it into the exhibition. All agreed this would be brilliant.

Sue has obtained details and costings for folding display boards.

The boards thought best from those on offer were with royal blue fabric and black frames.

They are 4panel and the committee thought 6No. would be ideal. Cost £129.00 each = £774.00 plus VAT Total £928.80

The committee thought these were very good and will suggest to Internal and Town council that it may be prudent for them to purchase these as they may prove invaluable for all the displays the Town Council may have in the future, whether it be our exhibition or all the presentations that are in the pipeline for the projects.

Jean has sourced a company that hires out display cabinets.

They are expensive but she cannot find them anywhere else.

As we do not appear to have been given a budget for this project may we now ask Internal Committee for a budget of £5000.00 (£4000.00 FOR Archives and £1000.00 for the display boards) Hopefully there maybe some funding available for this exhibition – Jean to investigate

It was agreed by all members present that if Council is agreeable to the suggestions the above will be proceeded with asap.

Next Meeting: 14th June 2019 at 3pm in the Councillors Room

Internal Committee 8th July 2019

Surgery Parking

Agenda Item 10

The original parking for the surgery is now enclosed within the compound for the contractors working on the redevelopment there. Work has already started, and completion is expected in June 2020.

Parking is clearly restricted for the area and a problem has arisen whereby doctors going out on call are unable to find a space on their return. A dedicated parking area for 5 cars would assist the surgery greatly.

The space between the Bowls Club and the Portacabins could be used for this purpose on a temporary basis whilst the works go ahead. The area is secured via a gate with a combination lock. The area (particularly to the Bowls Club side) gets very wet in winter and would be unusable in some circumstances.

I have checked with our maintenance staff that the proposal is viable, and the following conditions seem sensible:

- Boarding to be sourced by the Surgery either via their contractors or under our maintenance team's guidance
- Parking strictly limited to 5 cars, policed by the surgery
- Parking area to be closed if the ground is too wet (at the discretion of our maintenance team)

Once work is complete at the surgery, the combination lock will be reset.

Note – an approach has been made to the William Judge Trust for additional parking – if these meet the requirements the recreation ground parking should not be necessary.

Proposal: That the council should allow temporary use as a parking area for the surgery unless adequate parking is provided by the William Judge Trust.



Phil Burgess
Town Clerk

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

Internal Committee 8th July 2019

Town Hall Roof

Agenda Item 12

In the last few years, water has penetrated the Town Hall roof above the Mayor's parlour on several occasions.

The ceiling has been replaced and two loft hatches added to give access to the roof void, previously only accessible via the Woolpack.

On each occasion the disruption is considerable, and we need an electrician and a carpet cleaning specialist at the very least. Often remedial work and redecoration is required. The plasterboard ceiling is now swollen because of the frequent leaks and will bow and collapse before too long.

Water has penetrated the parlour ceiling twice in the past month. We were told by two local builders/roofing contractors that the next time we had an issue, the roof would need to be stripped back, replaced and the guttering system reworked.

The problem stems mainly from the internal gulleys on the roof. A monthly cleaning regime has been adopted to remove the moss which originally caused the outlet to be blocked and water to run over the lead flashing in heavy rain. An alternative source of problem was the blockage of the internal "French guttering" which allowed water to overflow directly onto the parlour ceiling. The roofers who repaired the faults last time pointed out that the condition of the Kent peg tiles was very poor in certain places and this was another potential source of water ingress.

I have checked with the architects responsible for the Town Hall re-ordering and the replacement of the Kent peg part of the roof above the mayor's parlour, minstrels gallery and assembly room landing (i.e. not the assembly room and rear section of the building) would not interfere with their plans and could be undertaken independently.

In the medium term the assembly room roof does need replacement as the tiles have deteriorated but it does not represent a current leak risk.

As a full strip and re-working of the guttering system is required this should be taken from the capital budget

Proposal: That the roof replacement should be put out to competitive tender



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Considerable – from capital reserves

Internal Committee 8th July 2019

Pebbles Roof

Agenda Item 13

As a result of the recent heavy storms, water has penetrated the roof of this building and run down as far as the ground floor ceiling.

White Stuff are taking action under the terms of their lease. The problem seems to emanate from the enclosed gully as with the Town hall issue.

The Town Council's insurance company have been put on standby should the issue come under the Town Council's landlord responsibility. White Stuff will keep us informed should we need to intervene.

Proposal: Information only at this stage



Phil Burgess
Town Clerk

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

Internal Committee 8th July 2019

East Cross Gardens

Agenda Item 14

I have attached the 2016 plans from a surveyor regarding works to be done on East Cross Gardens. The surveyor was instructed after consideration by a sub-committee and liaison with the volunteer gardener.

The project at that point reached that stage of choosing materials but was never progressed.

The project was later absorbed into the recreation ground focus group but then detached from that project.

The final attachment shows a representation of land ownership.

The item was deferred from the 10th June meeting. The original £35,000 budget has been re-absorbed into the general reserve after this project was originally absorbed into the recreation ground focus group.

Note, the original reason for including in the rec focus group was to tie the design in with that project.

Proposal: That the council should either:

- 1. Appoint a small group to decide on materials for the paving and go ahead with the scheme after adoption of the path running along the fairings.**
- 2. Adopt the path in advance and tie in with the recreation ground design once complete.**



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Beneficial
Budgetary Impact	: From capital reserve if option 1 above selected.



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Project Name	Temperden Town Council
Project Address	Temperden Town Hall 24 High Street, Temperden, Nant, TN32 6AN
Project Description	Proposed Works to East Cross Gardens Temperden
Project Manager	Area A
Project Number	MC17005
Project Date	003

Maylands Consulting

100 High Street
Temperden, Nant, TN32 6AN
Tel: 01892 811111
Fax: 01892 811112
Email: info@maylands.co.uk
Website: www.maylands.co.uk

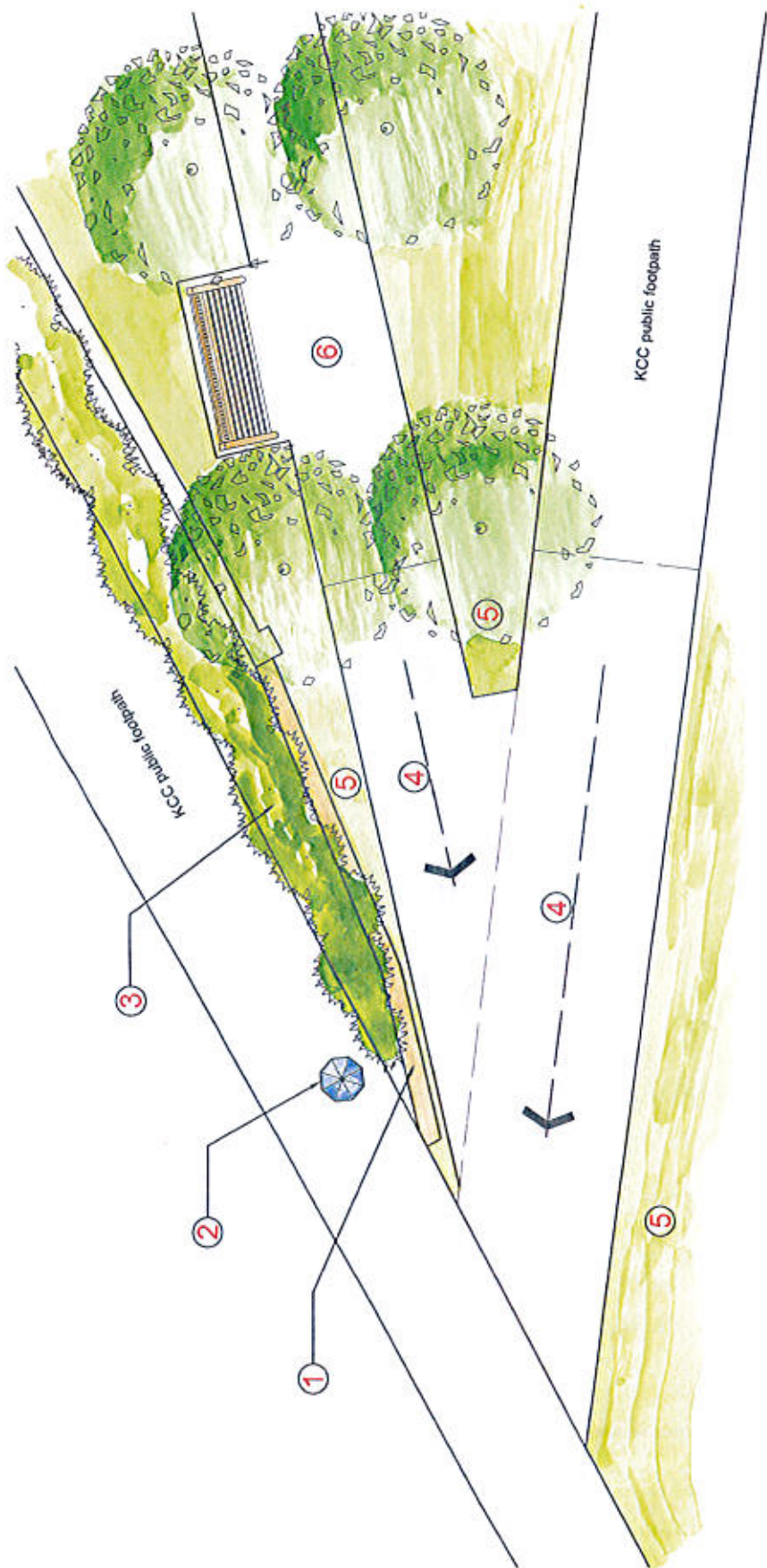
Temperden Town Council
Town Hall
24 High Street,
Temperden, Nant, TN32 6AN

Proposed Works
to
East Cross Gardens
Temperden

Area A


Preliminary

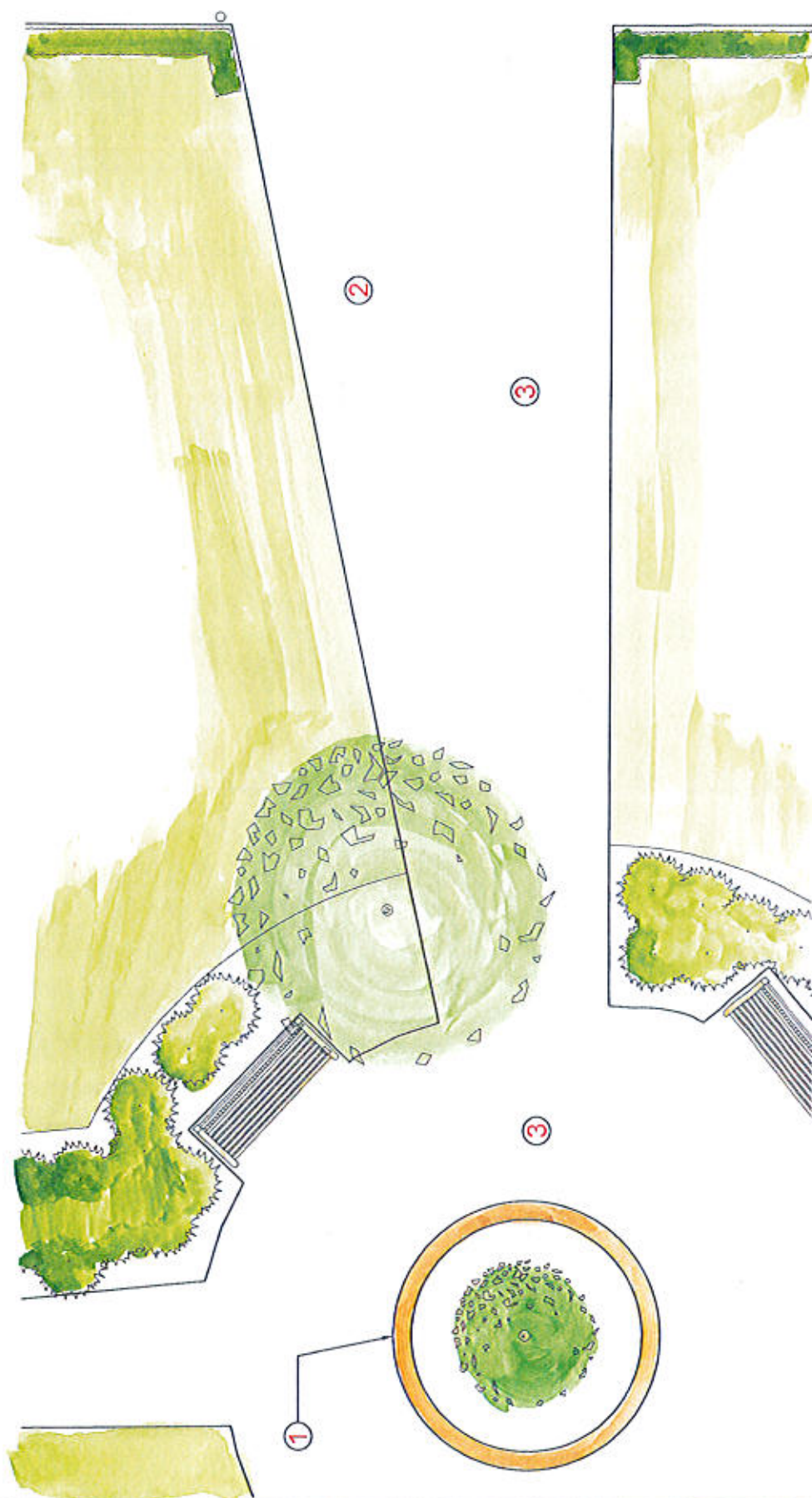
Date: 1.03.2016
Drawn by: J.P.
Checked by: J.P.
Project Number: MC17005
Drawing No: 003



- 1 existing low level brick wall to be extended to back edge of public footpath
- 2 existing Grade II Listed pump
- 3 existing uneven steps to be removed, planted bed to be extended as shown
- 4 existing footpath to be relaid to fall to comply with DOA regulations minimum 1:12 gradient (subject to obtaining approval)
Paving slabs to be taken up and reused
- 5 allow to grade existing ground level upto new footpath level, make good grass
- 6 new paving and edging (option 1 or 2) see drawing MC17005/006 for materials

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 RICS Royal Institution of Chartered Surveyors		Maylands Consulting CONSULTING 24 High Street Tenterden, Kent, TN30 6AN Tel: 01580 751111 Fax: 01580 751112 Email: info@maylandsconsulting.co.uk Web: www.maylandsconsulting.co.uk
Project Name	Tenterden Town Council Tenterden Town Hall 24 High Street Tenterden, Kent, TN30 6AN	
Project Number	Proposed Works to East Cross Gardens Tenterden	
Project Name	Proposed Area B	
Scale	Preliminary	
Date	1st Jan 2016	Jan 2016
Client Ref	Client Ref	Client Ref
Job Number	MC17005	
Drawing No	004	



- 1 allow to form new dwarf wall to retain soil to central bed, bricks to match brickwork in existing wall.
- 2 footpath to be extended to provide a vista along the path leading into Tenterden town centre
- 3 new paving and edging (option 1 or 2) see drawing MC17005/006 for materials

Internal Committee 8th July 2019

Project management

Agenda Item 15

The number and complexity of the current projects in progress has reached an unmanageable level.

I recently attended a regional seminar for the SLCC (Society of Local Council Clerks) where there was a presentation on project management and also an introduction to the work of the SLCC consultancy service (Local Council Consultancy LCC).

The consultancy service is targeted towards Local Councils and is intended to be far more reasonably priced than an outside consultant. I have requested a quotation for assistance.

Using this service would have the following advantages:

1. Advice would be impartial
2. Lower cost than normal consultancy rates
3. Dedicated service for Local Councils
4. Consultants have experience of project management for a variety of schemes at both Borough and Local Council level.

It may take a little time to evaluate the level of assistance required, but I will refer the quotation and advice back to council for approval before proceeding.

Proposal: Information Only



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: None as yet – extracted from Capital budget if later approved.