

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 3rd October 2018

Members Present: Cllr Pam Smith, Jo Gandolfo, Mike Pearson, Bryan Fagg & the Town Clerk, Phil Burgess.

1. **Apologies for Absence.** Lisa Lovelidge, Malcolm Kneller, Penny Kneller & Tina Croke.
2. **Minutes.** Minutes of the meeting on 16th May were agreed.
3. **Matters Arising.** Jo pointed out to the meeting that the selection criteria for the architect's tender had been changed such that the price had less weight. This would allow greater flexibility in choice of architect.
4. **Damp Situation.** The Town Clerk reported that the floor and rotted joists had been replaced and underfloor damp proof treatment installed. This had reduced the moisture level in the room but the air in there was still stagnant as the room is a dead-end. The contractor advised that a "dry air positive pressure" pump should be installed in the wall of the office (costing £564). The group agreed that this was a necessary expenditure. This unit would exchange outside air for stagnant air within the building and maintain the temperature whilst reducing the moisture level further. The contractor had also advised that the partly subterranean nature of the room may contribute to the issue (although there had been no evidence of penetrating damp of the walls under the flooring) and re-instatement of the "French drain" outside the office would assist further. This exercise could possibly be undertaken by Town Hall maintenance staff.
5. **Secretary of state decision.** A request had been made to the Secretary of State to classify the full project as a capital expense. This request had been refused despite the fact that this option is open to second-tier councils. Whilst this was a set-back, there were still many elements of the project which would be classed as capital expenditure and the Clerk explained that other projects normally funded through revenue expenditure could be classified as capital and adjustments made to allow the project to be properly funded within the regulations.
6. **Architect and sub-group.** The quote from Price Whitehead for assistance with the architect's brief had been approved by the Internal committee. Helen Whitehead had requested that a small group accompany her on a tour of the Town Hall to appraise her of the current usage and the "flow" required after the changes. All 4 members present were happy to volunteer for this and it was suggested that Jo Vos should also be approached. If a couple of the members were unable to attend the tour should still go ahead. From this point we will take advice from Helen for further action. The staff working arrangements and phasing of the project would be left to the architect chosen after the tendering process.
7. **AOB.** None
8. **Next meeting.** TBA once Helen Whitehead has been contacted.