

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