

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 16th May 2018

Members Present: Cllrs Pam Smith and Lisa Lovelidge, Malcolm Kneller, Penny Kneller, Jo Gandolfo, Tina Croke & The Town Clerk, Phil Burgess.

1. **Tour of The Town Hall.** Members gathered at 6.30 for a further tour of the Town Hall as a refresher on the layout of the building and a first tour for some members.
2. **Chair.** Jo Gandolfo was elected as chair.
3. **Apologies for Absence.** Brian Fagg, Mike Pearson, Jo Vos.
4. **Minutes.** Minutes of the meeting on 5th April were agreed.
5. **Matters Arising.** Dealt with below.
6. **Damp Situation.** The work to remedy the damp is now well underway in the Town Clerk's office. This will come in over the original £4,500 quotation since all the joists and floorboards needed replacement. However, the figure is still significantly less than the provision made in earlier figures.
7. **Demolition of Rear vs Re-ordering.** Costings had been received from the surveyor for renovation of the rear (1930s extension) part of the building. The total came in at £335,000, significantly less than the £900,000 quoted for demolition and rebuild. It was decided therefore to rule out the demolition option.
8. **Staff Accommodation during works.** During planning of the works, the feasibility of staff remaining in the building (in the Mayor's Parlour for instance) would be investigated although noise disruption and accessibility issues may prevent this.
9. **Letter to Secretary of State.** The clerk advised that this letter had been delayed because of the recent cabinet changes. It had now been despatched to the new local government Minister James Brokenshire.
10. **Brief for architect.** The brief & selection criteria document was accepted with an amendment to reduce the price weighting to 30% and increase design innovation and flair to 20%. Helen Whitehead of local company Price Whitehead Planning and Building design had offered to refine the brief further. Provided changes are only minor the group were happy for the clerk to go ahead with the tender process for the architect once Helen had responded.
11. **AOB.** None
12. **Next meeting.**