

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 18th October 2017

Present: John Crawford, Samantha Reed, Brian Fagg, Rob Cowan, Cllr Carter (not a member of this committee) Cllr Pam Smith & Jo Vos. The Town Clerk, Phil Burgess took notes.

1. **Apologies for Absence.** John Scudder (who has now resigned from the focus group). Jo Gandolfo. Lisa Lovelidge. Mike Pearson. Freyja Cox Jensen.
2. **Minutes.** Minutes of the last meeting were agreed.
3. **Rear of the Town Hall.** Cllr Carter and Rob Cowan of the Woolpack joined the meeting to promote the potential cinema complex to the rear of the Town Hall and a link between that complex and the Town Hall. John Crawford pointed out that the focus group had decided to go ahead with a separate project and the clerk confirmed this had been agreed by council. The group agreed to await the outcome of the architect visit should the recommendation be to link the two buildings. Group members could not, however, see the advantage of this. Members pointed out that there were so many unknowns with the cinema project and delays to the Town Hall project would be considerable.
4. **Membership** More efforts should be made to advertise the focus group as many members had now left.

Cllr Carter and Rob Cowan left the meeting

5. **Requirements for Town Hall.** The following were identified:
 - a) Principles – Quality work to be carried out in all areas
 - b) Rewiring and energy efficient lighting
 - c) Heating engineer to recommend type of system or systems to be used
 - d) Gut the rear area of the building
 - e) High ceilings – potential for archive storage
 - f) Take architects' advice on practical room sizes and numbers then address the numbers of staff per room once these are determined.
 - g) Check with architects regarding lift dimensions (accept mobility scooters?)
 - h) Determine positioning of lift to reach Assembly room/landing level.
 - i) Realign fire escape
 - j) Retain original features such as the main staircase, Mayors Parlour and Assembly Room.
 - k) Consider re-opening ceiling in assembly room (acoustic consultancy required).
 - l) Insulation and double glazing throughout wherever feasible (listed areas may be awkward).
 - m) Look at redesigning the front windows to make consistent.
 - n) Upgrade the upstairs kitchen to commercial standard.
 - o) Make the foyer area more open and inviting & allow clear path of vision from the outside.
 - p) Use the foyer for artistic display space – changed regularly.

- q) Tier 1 services should include
 - i) One stop shop for abuse victims
 - ii) ABC
 - iii) TTC
 - iv) CAB
 - v) Outreach services.
 - vi) Existing lettings to NHS health checks, counselling service & weddings.
 - vii) Virtual policeman facility (video link to real police officer in Ashford)
- r) Consider investigation of French drains outside Town Clerks office to address damp issues.
- s) Repairs to be considered in line with Maylands survey (attached).

6. Next Meeting. TBA after architect visit.