

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 9th August 2017

Present: John Crawford, John Scudder (Chair), Jo Vos (Community Warden) & Yvonne Walker (arrived later). The Town Clerk, Phil Burgess took notes.

1. **Apologies for Absence.** Apologies received Brian Fagg, Giovanna Gandolfo, Alex Jones, Cllr. Dr. Lovelidge & Cllr. Mrs. Smith.
2. **Minutes.** Minutes of the last meeting were agreed
3. **Matters arising.** Figures had been received from Jo Vos detailing the usage likely for a one-stop shop for victims of abuse (full details available if required). This facility would be suitable for shared usage and members agreed this should form part of the package offered by the Town Hall.
4. **Halls Usage.** Some figures still awaited from Pam Smith. Analysis taken October last year revealed the following usage:
Assembly room : 222 hours 7.16 per day average usage 47%
Pavilion : 26.5 hours 0.85 hrs per day 0.05% usage
St Michaels VH : 149.5 hours 4.82hrs per day 32% usage
Highbury Hall : 204 hours 6.58 hrs per day 43.87% usage

Note, various factors distorted these figures.
 - TODS booked the assembly room for 9 days ensuring 100% booking rate but this happens only 3 times per year.
 - The Pavilion had only just opened & has increased significantly in usage to about 48 hrs per month.
 - The percentages are based on a commercial 15 hr letting period 7 days per week.
5. **Visit of Listed Buildings officer.** The ABC listed buildings officer Sarah Dee had visited the Town Hall to give advice on what could and couldn't be touched. The erection or removal of partition walls would not be a problem. Anything within the 1930s extension could be altered. The areas which should remain untouched were the main stairs, Assembly Room and Mayor's Parlour, and supporting walls generally within the old part although these were unlikely to be suggested for alteration anyway. Sarah agreed that the Foyer needed to be opened up to admit more light and would consider replacement window shapes if it could be evidenced that windows were originally a different shape.
6. **Re-order or Extend.** The group felt that a greater "steer" was required for the council as to whether the Town Hall should remain largely community based or whether efforts should be taken to provide an income stream on a more commercial basis. A question of community versus the profit motive. This would determine the question over whether to extend. The extension, with a minimum *additional* extra spend of between £1 and £1.5 million would need to bring in a significant extra income (in the region of £80,000 – £120,000 p.a.) to make it worthwhile. The Town Clerk would prepare details to be referred to council.
7. **Next Meeting.** TBA in early September after council meeting.