

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

COMMUNITY HALLS PROJECT GROUP

MINUTES OF A MEETING ON 12TH JUNE 2017

Present: Cllr. Callum Knowles, Cllr. Justin Nelson (Chair), Ms. Carolyn Hickmott (Highbury Hall), Ms. Bridgette Watkins (St. Michaels Village Hall), Ms. Angela Camier (St. Michaels Village Hall) and Mrs. C. Gilbert (Town Council).

- 1. Apologies for Absence.** Mr. C. Barnes and Ms. A. Alexander.
- 2. Minutes.** None.
- 3. Matters Arising.** None.
- 4. Membership.** The representative from Homewood School had misunderstood the role of the focus group, therefore, withdrew her interest.
- 5. Scope of the Group's Work.** Justin reported that as a result of the Tenterden Regeneration Project Consultation process, the idea of a one-stop-shop for bookings, either general enquiries or to book venues online, was suggested.
- 6. The Virtual Hub.**
 - 6.1 Justin advised that all bookable community spaces would have a presence on the Virtual Hub where customers could download the booking form and terms and conditions for each venue.
 - 6.2 It was suggested that a shared calendar could be uploaded, but it would be each venue's responsibility to update their calendars. The Committee agreed that this would not work as venues might forget. However, Callum suggested including a hyper link to each venue's calendar on their own websites.
 - 6.3 Justin reported that Webbox, the Town Council's current website advisor, could set up a standard webpage for each venue to ensure they all follow the same style. It was agreed that each venue would be requested to complete a form which would include: floor plans, map of location, facilities (including parking, disabled access, kitchen facilities, WiFi, etc.), photos of the venue running an event and empty, the venue's terms and conditions and prices. It was suggested that Justin, Carolyn and Claire produce a standard form for completion by venues and email it out to the Sub-Committee members. This would then be given to Webbox for a quotation. Once agreed, a proposal would go to the Town Council's External Committee for consideration. Carolyn, Bridgette and Angela agreed to take the idea of the virtual hub to their Committees for approval.
 - 6.4 Current halls/bookable spaces in Tenterden. These include: Town Hall, Pavilion, St. Michaels Village Hall, Highbury Hall, Leisure Centre, Tenterden Club, Scout Hall, Glebe Hall, Day Centre, Zion Baptist Church Hall, St.

Andrew's Church Hall, Homewood School, St. Mildred's Church Hall, London Beach Golf Club and Little Silver Hotel.

- 7. Improvements for Halls.** The Committee discussed both St. Michaels Village Hall and Highbury Hall and what improvements might be beneficial. Bridgette reported that work was underway at St. Michaels with the new roof. Carolyn reported that Highbury Hall have plans in the pipeline and desperately need new flooring. Justin suggested Carolyn contacted SERCO to find out who they use for their flooring at the Leisure Centre.
- 8. Advising on Funding Sources.** Justin informed the Committee that we should come up with ideas for funding, for the halls in particular, and try to help. Callum suggested that improvements could be staggered over several years. County and Borough Councillors each have discretionary funding and Cllr. Mike Hill (KCC), Michelle Byrne (ABC) and Callum (ABC) could be approached.
- 9. AOB.** None
- 10. Next Meeting.** Monday, 24th July 2017 at 6.00 pm.