

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

CINEMA FOCUS GROUP

MINUTES OF A MEETING ON 21ST NOVEMBER 2019

Present: Cllr. Mike Carter, Cllr. Sue Ferguson, Claire Gilbert (Deputy Town Clerk), Chris Head, Tom Evans (Chair), Alan Bates, Paul Hale, Barbara Lawrence, Gill Topley and Wilfred Watters.

- 1. Apologies for Absence.** Colin Campbell, Elaine Mahoney, Carol Parkin, Nic Phillips, Fran Sharp, Bob Somerscales and Seren Welch.
- 2. Minutes** of the meeting held on 20th August 2019 were agreed.
- 3. Matters Arising.**

Minute 7 – Homewood School. Tom Evans reported that there was an outstanding action from the previous couple of meetings regarding interaction with Homewood School pupils on the idea of a Tenterden Cinema. Mike Carter agreed that they should be involved and will try and arrange a meeting.

- 4. Report on the Evaluation of the Building Feasibility Study Tenders.**

Chris Head reported that he, Colin Campbell and the Town Clerk Phil Burgess were the selection/review panel for the five tenders received. The tenders were evaluated separately by each member according to the assessment criteria. Chris provided an overview of the applicants and the reasons for choosing the selected consultant. The recommendation of the selection panel will be passed to the Town Council's External Committee on 9th December 2019 in closed session for approval. All applicants will be informed of the result on Tuesday, 10th December.

- 5. Building Feasibility Study Operations.**

Chris reported that, once the successful consultant has been informed of the result, it is important for the digital survey to take place as soon as possible. This will then help inform the timescales for the further surveys required. It is hoped that once the digital survey is carried out, the full building feasibility study will only take three months.

It was suggested that a representative of the Focus Group should be put forward as a further link with the chosen consultant. It was agreed that this should be Tom Evans. Any correspondence would be copied into the Town Clerk for transparency. This would help immensely as communications are becoming more complex and it would be helpful for the Focus Group representative to liaise direct. Claire will ensure this suggestion is put in the background paper for the 9th December External Committee meeting along with the request that any financial difference between the Council's resolved amount for the study and the chosen consultant's fees would be retained as a buffer for additional expenses.

6. Focus and Working Groups next actions.

- 6.1 *Route map update* – the route map will need to be updated once the timescales have been agreed with the chosen consultant.
- 6.2 *Legal structures investigation and development* – Alan Bates reported that we need to get on and start up a company in order to be ready for when the building feasibility study is complete. Tom reported that a prospectus will also need to be produced.
- 6.3 *Financial investigations and fundraising preparations* - Paul Hale reported that the recent Tenterden Kentish Express contained an article on the Bowls Club and cited a fundraising company to help the Bowls Club. It was suggested that they might be able to help with the Cinema project.

Sue Ferguson reported that the Town Council will be holding a public exhibition on 21st and 22nd February 2020 whereby all three projects will be displaying imagery and information. Claire explained that her understanding of the exhibition was to invite comments from the public on the cinema, recreation ground and town hall projects; this would not be a 'vote for' exercise. Sue reported that the Council recently agreed to fund 3D imagery for all three projects to be fair to each. The Focus Group agreed that it should be the selected consultant who produces architectural graphics for the cinema rather than 3D images.

Tom reported that after the feasibility study, a commitment by the Town Council needs to be made for the allocated funds for the Pebbles. It would be useful for the prospectus to be presented at that time to the Council.

- 6.4 *Development of operator terms and memorandum of understanding* – Paul suggested that it might be worth involving operators during the feasibility period, however, Alan commented that operators should not be involved until we are ready to go to Planning. It was agreed that the exhibition in February would be a good time to push for investors.

7. Press and Community Relations.

It will be important to start work on presentation material as soon as the consultant is appointed for the feasibility study as the exhibition is on 21st and 22nd February 2020.

It was suggested than a press release should be sent out once the consultant's appointment is confirmed on 9th December with an embargo not to be published until 12th December to allow time to contact the unsuccessful applicants.

8. Any Other Business.

8.1 Homewood School. It was suggested that three or four members of the Focus Group meet with Homewood School students to gauge their views on a cinema in Tenterden. It was agreed that the School should be approached in the first instance for them to suggest the best way of doing this. Contacting the Media Studies Group was also suggested. Mike agreed to liaise with Homewood School and report back.

9. Date of Next Meeting. Thursday, 23rd January 2020 at 7.00 pm.