

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 24th January 2018

Members Present: John Crawford, Pam Smith, Jo Gandolfo, Mike Pearson & Roger Quinton. The Town Clerk, Phil Burgess took notes.

Paul Chapell of Maylands Surveyors also attended

- 1. Apologies for Absence.** Brian Fagg, Malcolm Kneller, Penny Kneller, Tina Croke Lisa Lovelidge & Sam Reed.
- 2. Minutes.** Minutes of the meeting on 22nd November were agreed
- 3. Matters Arising.** Dealt with below.
- 4. Building considerations**

Internal Walls Following a site visit from Paul Chapell the internal walls were now classified on the plan as partition, infill or supporting walls. Paul advised that the advice of a structural engineer should be sought before removal.

Assembly Room Roof and Ceiling The slates on the Assembly room roof were definitely in a poor state of repair and would need replacement. Exposure of the ceiling would need the agreement of the conservation officer, but the condition of earlier ceiling and roof supports is good. If the existing ceiling were removed insulation would need to be added to the roof itself (warm roof) raising the roof by 150mm. This is a more expensive approach but would be slightly offset by the fact the existing ceiling insulation is inadequate and would need improving. Paul Chapell suggested inviting tenders for both options insulate versus warm roof.

Lift Position Positions were considered within the current ladies' toilet and outside the back door. The installation of a lift may meet some resistance from the conservation officer but the removal of the stairlift and DDA considerations should present a good counter argument. An architect would advise on this.

Rear (1930s) Extension A quotation had been received for demolition of this area at £238,000 with rebuild costs of £669,000 bringing the total for the rear of the building to over £900,000. Whilst this seemed prohibitively expensive a final decision on this was deferred pending results of investigation into the damp issues in the Town Clerk's old office and full pricing details from the surveyors. A new rear section would facilitate DDA compliance.

Heating Specialist advice would need to be taken but the heating would benefit from either a two-boiler system or a single boiler controlling 2 systems. The boiler ought to have a direct outside vent – currently this is vented up a chimney.

- 5. Pricing.** Paul Chapell advised that the 10% increase in projected costs since his first estimates a couple of years ago falls in line with tender price increases. He would produce a summary page of pricing giving different scenarios. The £716,000 quoted for the whole building just covered repair to existing standard, insulate, and replace services. Separate figures would be quoted to refurbish the back (1930s) part of the building.

It is quite likely that the eventual cost of refurbishment and reordering will stray towards £1m.

6. **Damp Issue.** It was agreed that the root cause of the damp issue around the Town Clerk's old office needed to be identified as a matter of urgency. Paul Chapell suggested a civil engineer with drainage experience. This may simply be the blocking of the old French drain surrounding the rear half of the building. *Action: the town clerk would seek authorisation from council to have investigate/corrective work undertaken.*
7. **Scope of the committee.** Disabled access needs to be added to the document. Jo Gandolfo would revisit the document to improve it's suitability for release to council and public
8. **Revenue vs capital.** Our internal auditor had classified most of the projected expenses as capital rather than revenue. The letter to the Secretary of State to confirm these items as capital would again be revisited by Jo Gandolfo, in order to provide an executive summary, and the clerk will assist. The internal auditor will then be consulted again to confirm he is comfortable with the TTC approach, a meeting would be arranged if necessary.
9. The selection of an architect would be handled once the damp issue (6 above is resolved).
10. **AOB.** Equipment for the display of information outside the town hall would be included in the next agenda.
11. Next meeting February 28th.