

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 22nd November 2017

Present: John Crawford, Samantha Reed, Pam Smith, Lisa Lovelidge, Jo Gandolfo, Malcolm Kneller, Penny Kneller, Mike Pearson & Tina Croke. The Town Clerk, Phil Burgess took notes. Paul Chapell of Maylands Surveyors also attended.

- 1. Apologies for Absence.** Brian Fagg, Jo Vos & Louise Carter
- 2. Minutes.** Minutes of the last meeting were agreed with the addition of a display screen in the foyer for public information. *Previous minutes amended accordingly.*
- 3. Matters Arising.** Mike Pearson raised the issue of Capital and Revenue expenditure and queried whether the repairs to the Town Hall could be funded from the Tent1 receipts. The Clerk advised that the National Association of Local Councils advice had been that repairs would need to be funded as revenue expenditure (i.e. from precept receipts) but that the re-ordering could be funded from Tent1 receipts. TTC's auditor had disagreed with this ruling and was looking into the matter. Paul Chapell advised that there may be capital elements to the roof repairs (any improvements as opposed to straight replacements) and that the newer part of the building to the rear, if demolished, would qualify as capital expenditure. He will revisit the costings to identify capital expenditure elements. *Post Meeting note – details (attached) have been provided by TTC's auditor which categorize the roof repairs as capital expenditure.*
- 4. Chairman.** John Crawford was elected chair.
- 5. Cinema Group Update.** The Town clerk advised that TTC would fund a feasibility and site selection study. This would entail demographic research followed by a decision by the business consultants on the best-fit cinema for Tenterden (if feasible). Four site options would be available to the consultants and architects and a site would be chosen taking into account deliverability (expense to set up). The Cinema group had requested that the Town Hall Group should wait until the results of the architect's findings before going ahead. The Town Hall group felt that this would apply only if the Woolpack area was chosen as the best site and even then, the benefit of a link between the Town Hall and the cinema was not identified. It was agreed that this group should proceed with the most cost-effective solution to the Town Hall re-ordering.
- 6. Main Town Hall Project.** John Crawford asked whether there were any cost reductions for tackling the project as a whole. Paul Chapell said the prices on his 2015 quotation were already based on that and an increase in both labour and material costs was likely to put another 10% on the prices. A 10% contingency had already been included. Working around people can increase costs but it is possible to stay in the building, at least in part, during the work. The roof and external envelope should be started first and would have minimal impact on the building occupancy. In the costings he had allowed for a "tin hat" (a temporary roof covering) but costs could reduce if each slant done in turn (this would be very weather dependent). The internal works would be left until last. He would revisit the prices to ensure they were up to date and included the newer rear of the building which had, at one stage, been suggested for demolition. He advised that repair was significantly cheaper than demolition and rebuild. A further quotation and survey is required to find renovation costs relating to rear of the building although Paul Chapell felt this information may be available from an earlier survey.

- 7. Assembly Room.** Mike Pearson pointed out that the Assembly room roof was only about 20 years old. Paul Chapell said he had had limited access on the inspection, but the roof has been done with second hand slates which have a limited life span. He will take a more detailed look at the area.

The Assembly room ceiling was discussed and most felt it worthwhile to re-open the vaulted ceiling and reveal the attractive detailing there. The conservation officer had been quite keen for this to be carried out. The insulation could be done at roof level rather than above the false ceiling and would allow better heat retention. As the ceiling was installed to improve acoustics, acoustic consultants should be asked to tender for the work. Maylands would be able to advise names.

- 8. Flat roof extension.** Sam Reed advised that there is a roofing company who will guarantee repairs for 70 years. She will forward the link to Paul Chapell.

9. Pressing repair issues.

Tanking is likely to be the solution to the excessive damp problem in the Town Clerk's office, but further investigation work is required.

10. Further Action.

Town Clerk

1. Meeting dates to be arranged to include Paul Chapell, Jo Gandolfo, Lisa Lovelidge, John Crawford and the clerk to refine the cost estimates on the Town Hall and ensure everything is included.
2. Create an agenda item and background information for the internal committee on:
 - a) Including repairs in the scope of the Focus Group
 - b) Request an initial budget of £5,000 for incidental expenses, acoustic surveys & other professional fees to move the project forward and address damp issues.
3. Circulate information (received post meeting) on capital expenditure ruling.
4. Check viability of the "Virtual Policeman" with Ashford Police.

Paul Chapell

1. To revisit the report on the Town Clerk's office.
2. To revisit the site report to update prices, include elements that can be treated as capital expenditure and ensure all parts of the building are included.
3. Advise suitable contacts for acoustic engineers.

- 11. Next Meeting.** To be arranged in mid-January 2018.