

## **MINUTES OF THE HERITAGE COMMITTEE:**

Held at the Guildhall on Friday 4 May 2018

Present:

Cllr Nigel Kay  
Cllr Mike Cosgrove  
Cllr Geoff Wade  
Cllr David Simmons

Ted Davis  
Clive Foreman  
Louise Bareham - Secretary

1. **Apologies for absence**  
Cllrs Antony Hook and Claire Belsom
2. **Declarations of Interest**  
None
3. **Previous Minutes and Matters Arising**  
Nothing had been done about volunteers for the exhibition area yet. It was suggested approaching QEGS students and putting an ad in the cinema.
4. **Museums Together**  
Cllr Wade reported unprecedented enthusiasm with 11 museums, who have agreed to send positive letters of support including how they could add value. A discussion took place about an independent board to run the space. Cllr Kay clarified that the charters would be displayed in the rear room. The Faversham Society had agreed to sign a letter of support based on the approved concept idea. The complete input from the museums and heritage groups had been delegated to Harold Goodwin to oversee on their behalf. Clarification was required for the outline of the relationship.  
***RECOMMENDATION: Faversham Town Council supports the following statement "The building, office, staff management and finances are the responsibility of Faversham Town Council. Decisions about the content of displays and presentations lie with the independent board".***
5. **HLF Update**  
FTC will be responsible for the outcome of the bid and will be represented on the board. It was agreed that draft documents be sent to Lyn Newton and Martin Goodhew, together with the committee. A raw draft was expected by 16 May and it was agreed to upload the completed bid on the Friday, in case of any computer glitches. Cllr Kay suggested we held the application back until August, it was agreed that every effort should be made to submit in May, but leave August as an option.
6. **Budget Report**  
Cllr Kay presented the budget figures, which had been agreed in January, which showed the costings for the office space and Heritage Hub separately.

The latest QS figures for 12 Market Place project and it was still well within budget.

**7. Any Other Business**

It was suggested that the side of 12 Market Place along Back Lane was painted in anti-graffiti covering. The initial signage idea was rejected for a more traditional sign writer option to reflect the historical nature.

Cllr Cosgrove noted Swale Borough Council's strategy for buildings in Faversham to become more prominent, questioning what should be done with Grade I and II listed buildings that deserve preservation. Cllr Wade thought it was a good model of working with common practise.

**8. Date of Next Meeting**

Tba

## 12 Market Place Project

### Building Contract

Updated contract price 433,721

Add variations and additional works not included by QS

Expected write back of Contingency sum 15,000

15,000

Amended final contract sum 418,721

### Overall Budget

Original project budget 546,296

Less amended final contract sum (418,721)

Additional fees on the building contract

Thomas Ford @ 12.5%	Architect	52,340
DR Nolans	QS	9,010
JC White Geometrics	Topographic Survey	3,975
ACA	Structural engineer	6,950
Piece Hill	CDM	1,480

(73,755)

53,820

Additional project items

Thomas Ford HLF application	10,000
Thomas Ford HLF additional advice	3,000
Charters condition survey	595
Restoration of Medieval Maps	0
Office furniture	9,049

(22,644)

Budget remaining 31,176

Figures from Faversham Town Council Budget 2018/2019

	FTC Office	Heritage Hub	Total	
<u>Revenue costs</u>				
Rates	2,500	7,000	9,500	This would be payable whatever use is made of the building
Electricity	2,000	2,000	4,000	This would be payable whatever use is made of the building This is really for the toilets and the amounts allocated to the Hub is likely to be less
Water	1,000	1,000	2,000	
Telephone/Alarm	1,800	1,000	2,800	This will be payable even if only the Office was operational
Alarm Maintenance	-	500	500	This will be payable even if only the Office was operational
Window Cleaning	-	400	400	This will be payable even if only the Office was operational
<u>Capital costs</u>	<u>7,300</u>	<u>11,900</u>	<u>19,200</u>	
PW Loan	<u>21,750</u>	<u>21,750</u>	<u>43,500</u>	This will be payable even if only the Office was operational
	<u>36,350</u>	<u>45,550</u>	<u>81,900</u>	