

**Minutes of Faversham Town Council's Heritage and Buildings Working Group  
held in the Guildhall on Wednesday 1<sup>st</sup> May 2024**

Present:

Cllr P Cook, Mr H Goodwin, Cllr T Martin (Chair), Cllr R Newman and Cllr J Rowlands

In attendance: Adrienne Begent (Deputy Town Clerk)

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllrs R Crayford, and H Perkin</p>	
2.	<p><u>Declarations of interest</u></p> <p>None</p>	
3.	<p><u>Minutes of 6<sup>th</sup> March 2024</u></p> <p>The minutes of the meeting held on 6<sup>th</sup> March were approved as an accurate record of the meeting. (Proposed by Cllr T Martin, seconded by Cllr J Rowlands). The minutes had been presented to Full Council on 11<sup>th</sup> March.</p>	
4.	<p><u>Matters Arising</u></p> <p>(8) Heritage Markings  It was <b><i>Proposed by Cllr T Martin, seconded by Cllr J Rowlands and on being put to the meeting it was Recommended that a working group with members from Faversham Town Council and the Faversham Society should be formed to review the accuracy of existing plaques and consider new ones.</i></b></p>	
5.	<p><u>12 Market Place</u></p> <p>HG informed the working group that the first meeting of Faversham Archives Group had been held. At the meeting it had been agreed that a working group should be formed to forward the semi-permanent exhibition of maps in the Town Hall. They will revert to HBWG (or its successor Heritage, Buildings and Creek Committee) with the selection of maps to be displayed and costings.</p>	
6.	<p><u>Town Quay (The Old Town Warehouse and The Boxing Club)</u></p> <p>The DTC informed the meeting that there was no update on timings of the transfer of Town Quay.</p>	AB

	<p><b>ACTION:</b> Timeline for completion to be requested from Tassells for the Annual Meeting on 20<sup>th</sup> May.</p> <p><b>ACTION:</b> In the event of the transfer not being completed by Open Faversham, access to TS Hazard to be requested from SBC for 17<sup>th</sup> to 25<sup>th</sup> August.</p> <p><b>ACTION:</b> Letter to be sent to the Kings Foundation informing them of the upcoming transfer (Cllr Peter Cook to assist drafting)</p> <p>The DTC informed the meeting that SBC had confirmed that they would release the funds for community engagement immediately but were now happy for the work to be completed in the next 12 months or so.</p> <p><b>ACTION:</b> The three companies who had quoted to be informed of the delay</p>	<p>AB</p> <p>AB/PC</p> <p>AB</p>
7.	<p><u>Open Faversham</u></p> <p>HG updated the meeting on the plans for Open Faversham.</p> <p><b>ACTION:</b> Enquires to be made about food stalls for Town Quay during Open Faverham</p>	<p>HG</p>
8.	<p><u>Matters for Report</u></p> <p>The Old Gate on Old Gate Road to be added to agenda for next meeting.</p>	
9.	<p><u>Private Session</u></p> <p>Private Session It was proposed by Cllr T Martin, seconded by Cllr Josh Rowlands and on being put to the meeting it was RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the sensitive nature of the business to be transacted.</p>	
10.	<p><u>Topographical Survey</u></p> <p>The meeting received quotes for the Topographical Survey:  Company A: £900 + VAT  Company B: £1400 + VAT  Company C: £4680 + VAT</p> <p><b>ACTION:</b> Company A quoted to survey 5 -10 m apart points which is satisfactory generally, but within the site area (hatched red on the map accompanying the specification) members would like closer points to pick up physical features such as the granite slabs. Company A to be asked to quote for the additional points.</p> <p>[Office Note: Company A confirmed 08/05/24 that there would be no impact on the overall price to make this adjustment]</p>	<p>AB</p>

	<p>It was <b><i>Proposed by Cllr P Cook, seconded by Cllr J Rowlands and on being put to the meeting it was Recommended that Company A should be appointed to undertake the Topographical Survey if the amended quote remains below Company B.</i></b></p> <p><b><i>Otherwise quotes submitted by Company A and Company B to be presented to Town Council for consideration.</i></b></p>	
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