

St. Michaels Rooms Working Group Notes

Meeting: 15 June 2018 at 9.30am - venue: The Rectory

Attendance from Working Group 2:

Gary Kitching, Eileen Coe, Keith Mears, Marion Hine, Kevin Coe

Attendance from St. Michaels:

Mark Sanders, Jeremy Schofield, Peter Smith, Adrian Morgan

Attendance by architect: James Gorst

Apologies:

Simon Garret, John Jones, Richard Whitaker

The purpose of this meeting was primarily for James Gorst to present revised designs based on the Option 1 proposal, and to confirm anticipated costs for construction and professional fees. The working group held a brief meeting after the presentation to agree the next steps in relation to delivering the project.

Review of Architect's designs

James presented a new set of designs which included most of the points raised at the last meeting.

Of note were: large overhang eaves at front end instead of glazed porch; a dividing partition for the main hall into 2/3 to 1/3 with lower ceiling at the smaller end to facilitate this; extra storage space above with staircase in hallway, 30m length to facilitate extra facilities (toilets near office/meeting rooms); glazed doorways onto terrace facing church yard. The colour of the metal cladding was shown in black, reflecting the traditional use of this colour on buildings in Suffolk.

James said that there would naturally be further opportunities to make alterations and to refine details to these design proposals as the project developed.

This design was well received by all members of the working group.

A costing was provided for the hall construction, demolishing existing building, site clearance, and additional professional fees. Together with a figure for contingencies and disbursements.

The anticipated time schedule was discussed - CIL application by 30th June, with results of CIL application in expected by the end of October.

It was confirmed the working group was looking at a prefabricated modular build alternative design, and the decision by the TC and PCC on which design to proceed should be possible by the 2nd week of October. A Pre Planning application may also be possible before CIL results.

James confirmed that the build would take approximately 12 months.

Action: James will write to the TC to outline the terms of his contract and conditions of engagement. The next step, once the TC has agreed to proceed, would be a full site survey which would cost aprox. £800 - £900.

The revised design will be kept in the TC office for viewing by group members.

Previous Working Group Meeting Notes:

Meeting notes of 31st May were not discussed

Summary of position

Gary updated the working group on membership. Penny Wraight, Gill Clare and Jonathan Sullivan had volunteered to join the group. Alison Bowman has stood down from the group. He and Mark would act as joint Chairs of the group. The parameters for the group were reaffirmed and outlined as follows:

- The focus of this project is the rebuilding of St Michael's Rooms – on 7/6/18 the TC agreed to support this project and to apply for CIL funding to complete it.
- It has been agreed that the building will be of a similar size and in a similar location to the current rooms.
- The purpose of the hall is to provide a venue for clubs and social groups in the town. A list of the anticipated uses has been drawn up and will be circulated again for the benefit of new group members.
- The agreed approach to deliver this project is for the PCC to lease to the TC the land that the hall will be built on and adjacent car parking. The TC will build and own the hall. It is anticipated the hall will be managed by a charitable trust.
- This is a joint project between the PCC and the TC, supported by volunteers. The members of the group must be prepared to pick up work to deliver the project, and their skills in specific areas identified and allocated to jobs accordingly.

Alternative Design Options

MRC modular has confirmed that it would appoint an architect to revise the initial design submitted to meet a higher quality specification than proposed in their initial outline design. Information on two other modular build / pre fabrication companies were considered by the WG. Modular Works Ltd based in Norfolk, and Pinelog based in Derbyshire. It was agreed to approach Modular Works to ask for a design submission.

Action: A TC letter including the agreed design brief to be sent by Eileen

CIL Application & Timescales

The possible time schedule was discussed in more detail. Keith Mears presented a preliminary draft of a project delivery schedule. The main dates to the start of the project were outlined as follows:

CIL application by 30th June

Results of CIL application in expected in October

Alternative design proposals obtained and reviewed between June - Sept

Business Plan, Assessment Criteria, & consultation with user groups between June - Sept

Public presentation of design options and feedback - in Sept

Joint decision by TC & PCC on which hall to proceed with - mid October

Pre Planning application may be possible before CIL results.

Action: Keith to make revisions to the draft Project Delivery Plan for presentation at the next meeting

Matters of Report:

None

Time/date/venue for next meeting:

Monday 2nd July 2018 at 10am - venue: The Rectory