

Minutes of the St Michael's Rooms Working Group Meeting held on Tuesday 24th July at 3.30pm in The Rectory.

Working Group Members:

Cllr G Kitching, Cllr S Garrett, Rev Mark Sanders, Jeremy Schofield (PCC) Peter Smith (PCC), Adrian Morgan (PCC), Keith Mears, Marion Hine, Kevin Coe, Gill Clare, Penny Wraight, Jonathan Sullivan.

1. Apologies:

None, all present.

Present:

Cllr G Kitching, Cllr S Garrett, Rev Mark Sanders, Peter Smith (PCC), Adrian Morgan (PCC), Jeremy Schofield (PCC), Marion Hine, Kevin Coe, Gill Clare, Penny Wraight, Jonathan Sullivan, Keith Mears

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

None

3. Notes of previous meeting:

The notes of the previous meeting held on 2nd July were agreed as an accurate record and had been published on the www.framlingham.com website.

4. Draft Project Delivery Plan:

The statement of the PCC's perceptions from their meeting on 19th July was circulated and comments noted:

It was noted that a statement from the Diocesan Registrar would be required, as well as maybe the Charity Commission regarding the use of the Hall which will be for the community as well as Church activities in formal recognition that the shared plans fall within this remit.

The parameters of the lease, use of the hall and costings etc for the business case were being prepared by John Jones and David Griffiths.

It was agreed to consult with respective lawyers on the content.

Following the positive legal advice received from NALC (circulated at the meeting) regarding funding the PCC costs, finance would be discussed at the next Full Council meeting on 5th August. Payments to the PCC would need to be supported by invoices and quotations agreed prior to any order being placed.

A large community hall in addition to the SMR project is still be an option for the Town Council, and is to be discussed in the autumn.

It was noted that the scale of the hall had increased in the architects design and this would need to be clarified.

The Lease will need to be registered.

The PCC's financial position was noted.

Public information was crucial to keep people informed and dispel incorrect rumours. The minutes of meetings would be published on the www.framlingham.com website and briefings published via Framfare and the Town Council Monthly Newsletter. Other working documents would not be published at this stage due to commercial sensitivity.

Gary reported that five different design options had been sourced in total, resulting in a choice between a modular building by MRC and a more permanent design by James Gorst. The final choice would be considered by the Working Group on 28th August.

There were several questions which needed to be clarified relating to the plans.

Action: Marion to email questions to be sent to the architects via Eileen.

It was agreed that taking into account planning rules within the conservation area, to compare the current plans from James Gorst and MRC and contact SCDC for Pre- Planning advice and views on both options.

Action: Eileen to complete Pre-Application form and request a meeting with planning and conservation officers

Action: Simon, Jeremy and Eileen to meet with SCDC (Pre-Advisory meeting) at a date to be confirmed by Eileen.

It was noted that advice had been received regarding bat surveys, preliminary surveys and activity surveys must take place between April and September. They are only necessary if requested by the local authority, but are fairly likely in this instance as the site is relatively dark, near trees and with potential gaps in the roof.

Action: Eileen to obtain a cost for a Bat Survey

Draft Heads of Terms was circulated and it was agreed to discuss issues identified

Action: Simon, Gary, Mark, Adrian and Penny – meet to work through the document

The Timescale and target points were discussed.

It was noted that the Working Group is exploring options and the way forward, with no commitment at this stage. Target- Full Council November 1st meeting to discuss proposal and present plans.

Business Case – John Jones

5. Any other items for Delivery Plan:

None.

6. Matters of report or items for next agenda:

None

7. Next meeting dates:

28th August 14:00 – Apologies Jeremy Schofield)PCC)

18th September 14:00

16th October 10:00

Meeting closed at 17.03