

Minutes of the St Michael's Rooms Working Group Meeting to be held on Monday 2nd July at 10am 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 and Cllr John Jones (Finance/CIL bid), and David Griffiths (Business Case)

Presentation by MRC Group of modular Building design

Before the formal part of the meeting Chris Neill from MRC group showed the meeting his initial plans for a modular building, talked through the process and then took questions.

1. Apologies:

Apologies were received and accepted from Jeremy Schofield (PCC) and Keith Mears

Present:

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

In Attendance:

Mrs E Coe (Town Clerk/RFO) and Mr J Overbury (DTC)

2. Declarations of Interest:

None

3. Notes of previous meeting:

The notes of the previous meeting held on 15th June were agreed as an accurate record and had been published on the www.framlingham.com website

4. GDPR and Terms of Reference:

All members were provided with Framlingham Town Councils Privacy Policy and Consent form.

The revised Working Groups Terms of Reference were noted

5. Valuation of S M Rooms:

It was agreed that Clarke & Simpson would be commissioned by the PCC to value the building for the preparation for the lease. This was to reflect and account for the loss of income to the PCC from the Rooms. These were to be indexed linked.

It was agreed that when it came to seeking legal opinion of the lease that each party (FTC and the PCC) would determine whether a single valuation was sufficient. This would rely on both parties reaching a common position ahead of this.

6. Review of Architect's design:

Before this was considered it was agreed that the new members of the group receive the presentation and plans made by the architect James Gorst. Action: Town Clerk.

It was agreed to ask James Gorst for the measurements of his plans and also for the dimensions of the existing rooms so that the working group could interpret each design on a like for like basis. Action Town Clerk.

7. Alternative Design Options:

➤ **MRC Modular**

This was presented prior to the start of the meeting

➤ **Modular Work Ltd**

Meeting to be held with Modular Works on 3 July to assess design requirements.

8. Draft Project Delivery Plan: - KM

It was agreed that the critical elements of this were:

- Design
- Business Case
- Lease

The level 1 Plan Synopsis Document was discussed and Cllr Kitching agreed to make the agreed amendments and circulate to the working group members. It was agreed to use standard version control for these documents to keep track of the changes.

A number of key decisions were made:

- It was agreed that the working group would make a recommendation on design to the Full Council Meeting in October 2018
- All information and minutes of the working groups (excepting sensitive financial information such as the price during the bidding process) would be in the public domain.
- The plans for all designs under consideration be available in the FTC offices for councillors and working group members only during the decision process.
- The public would be consulted during the period between the working group reaching its decision and FTC Full Council making the final decision. This consultation would be in the Rooms and be set on a date when it was free.
- A smaller sub group (Cllr Garrett, Penny Wraight and Adrian Morgan) was charged with agreeing the lease
- The town Clerk will ask Framlingham Residents Association for support
- The Town Clerk will book meeting dates for a year ahead

The evaluation sheets were handed out to working group members.

9. Matters of report or items for next agenda:

None

10. Next meeting date

24th July 15:30

28th August 14:00

18th September 14:00

16th October 10:00