

## Minutes of the St Michael's Rooms Working Group Meeting held on Tuesday 28<sup>th</sup> August at 2.00pm in The Rectory.

### Working Group Members:

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

### 1. Apologies:

Jeremy Schofield (PCC) Adrian Morgan (PCC) and Jonathan Sullivan

### **Present:**

Cllr G Kitching, Cllr S Garrett, Rev Mark Sanders, Peter Smith (PCC), Marion Hine, Kevin Coe, Gill Clare, Penny Wraight and 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 24th July with one addition 'is' (rather than 'may' still an option) were agreed as an accurate record and would be published on the [www.framlingham.com](http://www.framlingham.com) website.

### 4. Draft Project Delivery Plan:

Criteria Assessment:

Following the last meeting questions had been sent to James Gorst and MRC which were answered and the document Essential Design Features for Deciding which Company to Select, had been prepared and was presented by Marion. Comparisons relating to design, costs, materials construction, energy efficiency, practicality of build and competence etc were considered in some detail.

Further questions would be asked of both companies and the answers circulated.

Peter queried the cost of dispersements which Marion answered.

Peter suggested getting a fee quote from a local Quantity Surveyor. (Peter Dring) It was agreed to wait until a decision had been made on which company to choose, but preference would be given to local trades people. Detail would be decided before any contract is signed.

The reasons for the choice would need to be justified and explained as part of a recommendation to Full Council.

**Eileen to ask LCPAS if there are any national systems that can be used for scoring.**

A scoring system was discussed that could be used by working group members to identify a preferred option and a process agreed on. Working group members will feedback their views before the next meeting.

Members would endeavour to look at completed buildings prior to the next meeting – **Eileen to arrange visits with MRC and James Gorst.**

**Actions for Eileen:**

**Check energy efficiency and value of soundproofing from both companies?**

Check warranty with MRC?

Is a piled solution possible, MRC?

Detailed cross section of the footings to be requested from both companies.

What site disturbance and depth will there be as a result of the foundations?

Ask MRC for company registration number

Ask Steph about sycamore tree adjacent to hall.

Peter would ask Clarke and Simpson for a detailed plan of the land which will be available for the lease to the Town Council by 16<sup>th</sup> October meeting.

It was hoped that a pre-planning meeting with SCDC would be achieved by 18<sup>th</sup> September meeting.

The first draft of the assumptions for the Business Plan (not a public document at this stage) completed by Cllr John Jones which would be circulated to members and discussed at the 18<sup>th</sup> September meeting, with a view to presenting a final draft to Full Council in November.

Gary noted that If the CIL bid is successful then the project would need begin in the financial year 2019/20.

➤ Bat Survey

Survey carried out in August by Greenlight as agreed, but no report received as yet due to holidays.

➤ Public Information Day

Date in October to be decided at the next meeting

**5. Matters of report or items for next agenda:**

None

**6. Next meeting dates:**

18<sup>th</sup> September 13.30

16<sup>th</sup> October 10:00

Meeting closed at 15.57pm