

**Minutes of the St Michael's Rooms Working Group Meeting held on Tuesday 18<sup>th</sup> September at 1.30pm 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:**

Kevin Coe, Cllr Simon Garrett and Jonathan Sullivan

**Present:**

Cllr G Kitching, Rev Mark Sanders, Jeremy Schofield (PCC), Peter Smith (PCC), Marion Hine, Gill Clare, Penny Wraight, Adrian Morgan (PCC), Keith Mears and Cllr S Hopkins (standing in for Cllr S Garrett)

**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 28<sup>th</sup> August with one amendment 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:**

It was noted that dates for site visits were still awaiting but Eileen would circulate the information as soon as possible. The results of the scores for the Assessment Criteria were circulated. The final choice would not be made until the site visits had been completed and the Pre-Planning meeting held.

**Action:** Eileen MRC to be requested to provide reassurance that they can actually deliver the modules and build on the site, and to provide details on how this will be achieved.

It was noted that legal advice has been sought regarding the heads of agreement by FTC and PCC independently.

The issue regarding the length of the lease and final details of the lease and valuation matters was being discussed by the PCC and Clarke & Simpson at the beginning of October

It was noted that Cllr Jones was continuing the work on business case assumptions with Cllr Kitching and Cllr Garrett.

Pre-Scoping is underway.

Bat Survey carried out in August by Greenlight as agreed, a report had been received and it was noted that there are no Bat issues.

The time-line would be revised and Eileen was trying to get a mutually convenient date for the Pre-Planning advice meeting. It was anticipated that a final decision would be taken by Full Town Council on 3<sup>rd</sup> January.

It was noted that the GPS survey and map of land was in progress by the PCC

The PCC would provide details of what has been spent so far at the next meeting so that the Town Council can be updated.

It was anticipated that the Public Information Day would be held in December prior to the Full Council meeting in January.

A Charitable organisation to run the hall (CIO) would be the next step once agreement has been finalised with Full Town Council and PCC.

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

None

**6. Next meeting dates:**

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

20<sup>th</sup> November 10am

10<sup>th</sup> December 10am

15<sup>th</sup> January 10am

Meeting closed at 14.15pm