

**Minutes of the St Michael's Rooms Working Group Meeting held on Tuesday 20th November at 10.00am
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:

Jonathan Sullivan, Kevin Coe and Eileen Coe, Cllr S Garrett

Present:

Cllr G Kitching, Rev Canon Mark Sanders, Jeremy Schofield (PCC), Peter Smith (PCC) Marion Hine, Gill Clare, Adrian Morgan (PCC), Keith Mears, Penny Wraight

2. Declarations of Interest:

None

3. Notes of previous meeting:

The minutes of the previous meeting held on 16th October were amended as follows:

Declaration of interest by Gill Clare withdrawn

Ref Point 6. Draft Project Delivery Plan --- Design --- add It was decided to meet after the Full Council meeting to assess the agreed design in detail with a view to recommending required alterations to the chosen design.

The summary of Chris Sharpe's presentation to be attached to the minutes as an addendum

As amended the minutes were agreed as an accurate record and would be published on the www.framlingham.com website.

4. Draft Project Delivery Plan:

Gary updated the working group on the current situation:

James Gorst has been informed of the decision to proceed with his design, and it was confirmed that no formal contract can be agreed at this stage. He has appointed Laura O Brian as the lead architect for the project.

The Business Case is now being developed into a wider Business Plan and info from other local venues is being gathered to add to the report.

A report from the Design Assessment meeting was discussed in detail, and the recommendations were amended. This can now be used to brief the architect on proposed alterations and concerns.

Public information event

It was agreed that a new sub-committee can now be set up to address community engagement. The first meeting should meet ASAP to draft a strategy plan. This groups work will co-ordinate with the Business Plan development. Possible dates for a Public Information day were considered for end of January or in February

Risk Assessment sub-committee report

The sub-group presented the risk assessment checklist in a form which identifies who is responsible for "owning" each item, how big the risk is, when it becomes crucial, and what can be done to prevent, resolve or mitigate it. This will be an ongoing document, requiring continual updating. Each item is linked to the Project Plan items for cross referencing.

Lease and Valuation sub-committee report

The negotiations on the draft lease between the PCC and the TC is progressing with a meeting planned for 4th December 2018.

Cost for re-defining the design – James Gorst

He has agreed to work to a build budget of £700 – £750k. A payment schedule has been provided by James Gorst and will be applied once the design contract is signed.

It was confirmed they will be able to provide alterations to the design and contribute to the public information / consultation event without payment prior to formal contract.

5. Matters of report or items for next agenda:

None

6. Next meeting date:

Monday 10th December at 10am Tuesday 15th January at 10am

Meeting closed at 12.30pm

16 October 2018

Summary of questions and points by the Chairman of the FRA on behalf of the FRA previously raised at Full Council on 4th October & presented to the SMR Working Group

- The SMR rebuild doesn't meet the needs for a large Community Centre as defined by the Neighbourhood Plan
- The risk of losing further CIL funding for the larger Community Centre as CIL funds have been allocated to the smaller SMR rebuild project
- Other potential funders would take a similar view
- The future viability of two community halls is questioned as they would compete for bookings
- A TC back stop plan is needed for the possibility that the project fails in the future, or outgoings exceed income
- Conflict of interest - in a "joint project" between the TC and the PCC
- Conflict of interest - large total cost over 50 years for a building that won't ultimately belong to the TC (the build cost plus annual leasing costs)
- The valuation process should consider the current PCC's responsibility for the eventual rebuild of SMR as a liability which needs to be taken into account
- The legality of free use of the hall and office space by the PCC in a TC building is questioned
- Appropriateness of PCC costs being met by the TC
- Car parking - being insufficient and hall events potentially causing more parking problems in the town centre
- Car parking - longer term risk of any agreed overflow car parking being withdrawn
- Car parking - conflict between hall users and expanding number of town residents and visitors
- Restricted uses - ref regular use by PCC on Sundays meaning others can't book the hall then
- Restricted uses - some groups and uses proscribed, e.g. some religious groups, no weddings
- The Business Case must address the issue of the viability of two halls, and the ability of the TC to be responsible for both, and to show it fits in with the Neighbourhood Plan
- Open public discussion is needed on all these issues.