

**BOVEY TRACEY COMMUNITY CENTRE STEERING GROUP MEETING
HELD IN THE COUNCIL CHAMBER ON WEDNESDAY 23RD MAY 2018 AT 3.00PM**

Present:

Cllr Ms Jan Blair (Town Mayor)
Cllr Tony Allen
Cllr Robert Ashby
Cllr Rob Bray
Mrs Jackie Paxman – Bovey Tracey Library
Miss Erica Steer – Bovey Tracey Information Centre Trust
Mr Mark Wells – Town Clerk
Mr Peter Hall
Mr Paul Cooper – Peregrine Mears Architects
Mr Adam Kent – Peregrine Mears Architects

Mark Wells chaired the meeting.

1. Apologies for absence:

Cllr Eoghan Kelly

2. Minutes of Previous Meeting

Mark circulated copies of the meeting minutes of 28th February 2018. The group agreed they were an accurate record of discussion.

3. Actions from Previous Meeting (28th February 2018)

Capital Contribution from TDC towards the Public Toilets – Mark to follow this up with District Councillors and report back any progress at the next meeting.

Application to Almshouse Trust – Mark has written to the Almshouse Trust Secretary seeking support for a grant and is currently awaiting a response.

Contractor Parking – Mark has spoken with the Car Parks team who confirmed that the standard price for parking bays for contractors is £50 per bay, per week, however as the District Council will benefit from the development, this fee is negotiable. Peter confirmed that the contractor will have made an allowance for this and its for them to arrange.

4. Planning Permission Update

Paul confirmed that Conditional Planning Permission has now been granted. At the Planning Committee, members voted 16-0 in favour. There are 15 conditions attached to the approval and 7 are 'prior to commencement conditions'. These are being addressed with the main building contractors. A planning condition tracker has been prepared with responsibilities highlighted. It is hoped that a submission will be made to Teignbridge by 9th July to address these conditions, which gives 12 weeks before the anticipated start date.

Paul explained that one of these conditions relates to a 'Flood Warning and Evacuation Procedure Plan' to be undertaken by the client. It was agreed that **ES/JP & MW meet to discuss this.**

Mark highlighted the late requirement to change materials for the building elevations. Paul explained that Randall Simmonds has provided a cost estimate for the change as an additional £100 psm. Depending on the type of stone accepted, the Contractors are experiencing a lead in time of up to 28 weeks currently. A discussion took place as to how the stone would be used. Peter agreed that it should be built as a backing wall as suggested.

Mark thanked Perry and Paul for getting us to this point and for reacting promptly to late changes and requirements in order to get planning determined.

Jackie thanked Mark for his efforts in getting the project this far.

5. Garage/Workshop Brief

Paul confirmed that the floor area has now been defined, lockable storage is required, likely to be built from single block and render and consideration given to the height of the structure. Planning permission included this part of the scheme as a condition, however the size of the structure may encroach beyond the development area. **Paul to prepare a quick drawing and obtain costs from Randall Simmonds before further discussions at the next meeting.**

6. Questions from Design Team Meetings

Paul listed questions raised at recent Design Team Meetings for consideration by the Steering Group:

i) Occupancy rate/Ventilation system – It was suggested that any ventilation system should be based on a capacity of 64 in the hall when opened up (e.g. 32 & 32). Following discussion this approach was agreed in principle, however M&E contractors to provide further details of how the system can be enhanced/boosted for less frequent, larger capacity uses. Costings for options required.

ii) Party Wall – Who owns this? As the OTI pub predates residential properties, it is likely that the Town Council does. **Mark to investigate and confirm.** Contractors highlighted cracks in wall, render finish lost in places and foundations are shallow. There are pros & cons for demolition and rebuild. Paul confirmed that they were going through a design exercise to ascertain most cost effective solution. Party Wall Surveyor determined the type of notice to be issued. Subsequently, the ground engineer has exposed foundations and reached a change of view. More information is needed before a decision can be taken.

iii) Storage room behind library/information service area to be jointly owned and therefore partition can be removed.

iv) Coffee/vending machine – only power source required.

v) CCTV – agreed in principle that key entrance/exit areas should be covered by CCTV, that said suitable cabling to only be provided and for this to be installed at a later date.

vi) Counter facility – agreed only to provide on main internal doors. **Scott Fry (Libraries Unlimited) to provide spec for Paul.**

vii) Projector/AV Facilities – Mark to give further thought to requirements. Likely that a fixed high-level projector is installed, so suitable high level power source and cabling required.

viii) External fully accessible toilet cubicle – heated or not? Agreed that it should only receive frost protection.

ix) Is anyone aware of a basement on the site as a concrete lid over a 1m deep hole has been uncovered. The SG were unsure, therefore further investigations were required.

x) Requirement for black-out blinds? Agreed, not at this stage.

Paul highlighted separate concerns raised on behalf of the Quantity Surveyor, which potentially have a cost impact on the budget:

- Stone in place of red brick for elevations
- Boundary Wall
- Appropriate Drainage System to cope with surface water
- Foundations – To find solid ground (1.4m – 1.8m below ground level) might require different foundations?
- Main hall ceiling – Contractors suggested simplifying roof. More information/costing needed before the SG can consider options.
- Start date – Proposed date to start on site is 24th September. Tender prices should be received by w/c 3rd September and therefore consideration by Council of fixed price required w/c 3rd September by Full Council. Mark to confirm meeting dates.

Paul confirmed that the Information Centre would need to vacate by 24th September 2018.

7. Budget Planner

Mark provided an update around the budget following the announcement of a conditional offer from GDLEAF.

8. AOB

It was agreed that the Centre naming should be deferred to a future meeting.

Meeting closed at 4.45pm.