

Town Hall Income, Facilities & Wellbeing Panel
(Reporting to Finance & Scrutiny Committee)

Thursday, 6 February 2020
9.30am

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Present:

Councillors:	Jackson (Chairman)
	Coles
	Vos
	Taylor
Apologies:	Cleeve
	Mackenzie
	The Mayor (Rolfe)

Clerks:	Town Clerk
	Finance and Facilities Officer
Consultants:	Roger Abbott
	Stephen Oliver
	Richard Lees

1) Apologies;

Apologies were received from the Mayor, Councillor Cleeve and Councillor Mackenzie and were accepted for the reasons given.

2) Introduction of the Town Hall's new Conservation Architect Stephen Oliver;

The new Conservation Architect, Stephen Oliver was formally welcomed by the Panel. He thanked the Panel for welcoming him to the Town Hall and he very much looks forward to working with Stratford-upon-Avon Town Council. He gave a brief overview of previous projects he had worked on namely, Holy Trinity Church and Peterborough Cathedral. He explained to the Panel that his office specialised in historic buildings. As well as himself he employs five office staff.

Predominantly Stephen will act as the Council's overseer for the Town Hall maintenance programme, with particular regard to the external work, and he will be retained as the Council's Architect in residence when Mr Roger Abbot, relinquishes the position.

Roger Abbott also welcomed Stephen Oliver and explained to the Panel that this was his official handover to Stephen. Roger Abbott confirmed that he will carry on the work internally within the Town Hall which he confirmed should be complete by the end of the financial year.

Stephen explained to the Panel that following the meeting he would be assessing the volume and scope of the work required from the quinquennial report of the Town Hall completed by Mark Evans.

Stephen's plan is to use the month of February to plan a lead programme to include meaningful feedback of the process. By the end of March all the required documentation should be complete allowing the tender process to start in April.

The timescale of the external works is potentially 16 weeks work, ideally starting June/July time. This would allow the work to be carried out over the summer months and be complete by the end of autumn. Scaffolding will be necessary and Stephen will be drawing up a scaffolding restriction plan.

A letter will be sent to all bookings especially weddings that have booked the use of the Town Hall during the external works notifying hirers of the scaffolding.

Stephen detailed the need for Listed Building Consent if there is to be any material change, for example the re-painting of the 'God Save the King' inscription. He clarified that if we are doing like for like repairs Listed Building Consent would not be required. However he would be consulting the Conservation Officer at SDC for further clarification.

At the last meeting the Panel members had discussed the 'kerb appeal' of the Town Hall and that when a considerable amount of money is being spent certain consideration should be taken for giving the Town Hall the 'wow factor'. A tidy up of signage, moving noticeboards, positioning of bins outside and loose wires were a list of points raised to be considered. Stephen was happy to support the Panel with this matter and suggested putting a date in the diary before the external works start to view the building from the outside with the Panel to discuss these ideas further.

3) Update on Town Hall internal works;

Richard Lees the Town Council's Health and Safety Consultant updated the Panel on the necessary fire proofing works which have been carried out over the last month in the Town Hall. A new Fire Alarm has been fitted along with further sensors added to the system. The Fire Panel is now located at the main entrance of the Town Hall. Also a Refuge Call system has been installed in the Refuge Area to enable communication with wheelchair users in the event of an evacuation.

Sibbasbridge, a local building company have been working in the Town Hall in the last month to fire proof certain walls and doors. This work is almost complete with just some paint work to finish off.

All Staff, Officers and Councillors will be given Fire Warden Training; a date is being looked into when this training can be provided as soon as possible.

Richard has been working with a Fire Officer who is in the process of compiling a report on the Town Hall and looking into PEEPs (Personal Evacuation Plans) this would mean all wheelchair users to the Town Hall would have their own PEEPs plan.

It is hoped that all phase one works budgeted for in this financial year will be complete by the end of March. This is to include refurbished works to the windows in the Council Chamber and Committee Room planned for March.

The Panel discussed the need for a plan for decoration of all rooms to be considered over time. The main rooms are looking a little tired; a review of the budget after the external works are completed should be made.

4) Date of next meeting.

A meeting will be scheduled towards the end of March, when we hope to have an update from Stephen with further information and plans for the external works.

The Chairman declared the meeting closed at 10:25am.