

Town Hall Refurbishment Project Update Report July 2021

Additional Consultants

I have offered the additional consultant roles to those selected at the June meeting and am pleased to report that they have all accepted the work.

Quantity Surveyor:	Rob Hearne Consulting
M & E Services:	Hydrock
Building Control Services:	Celtech Consultancy Ltd

Sketch Scheme

Further to the drawing provided to Members at the June Council meeting and additional communications with the Town Hall Working Group, the architects Sketch Scheme of the internal refurbishment work has been approved.

The option that the Council pursues for the layout of the Chamber will be dependent on the cost i.e. if the wall between the former ICT suite and chamber room is not a load bearing wall then Council can pursue this option within budget, however if it is a load bearing wall and will require significant structural work then this may need to be reconsidered.

The architect has advised that initial inspection suggests that the block wall is acting as a separation wall as opposed to being load bearing, but would suggest that a qualified structural engineer should be consulted to advise on this wall. Once approval or suggestions for reconfiguration have been obtained from a structural engineer, the layout design can be finalised. This work is likely to involve paying a Structural engineer a couple of hours at their hourly rate to inspect the wall and provide their recommendations. This can be procured by the architect as an addition to his services.

Do Council approve this approach?

Mechanical & Electrical Survey

Hydrock visited the building on Tuesday 14th July to undertake their Stage 1 survey / inspection to record everything currently installed in the building including:

- Electrical
- Lighting
- Power
- ITC / Data
- CCTV
- Fire

Hydrock will now prepare a set of existing M&E drawings to aid the Stage 2 design work.

Furniture, Fittings and Equipment

One matter that has not yet been discussed at Working Group or Council meetings is Furniture, Fittings and Equipment. In order to progress, the architect has requested the following information:

- Apart from the council chamber furniture are you planning on re-using any existing furniture from other places or will you be looking at new?
- What electrical equipment will you require i.e. Interactive screen in the chamber or meeting rooms. TV in the entrance lobby, computers in the offices, printers etc..
- Who will be your ICT providers / installers?
- Who will be your CCTV providers / installers?

Southern Pedestrian Access Project

I have not yet received a response from BCBC Planning Department regarding the request to progress the project as permitted development. I have chased this again and am awaiting a reply.

In order to seek revised quotes for the railings, gates and archway for the Southern Pedestrian Access Project, the Working Group were asked to provide clarity on the revised requirements.

North entrance (from the car park) – Working Group selected *Option A* – To provide a Memorial gate at this location and include a wall reduction and bespoke railings to improve visibility into the garden and alleviate safety concerns.

South West existing entrance (opening onto patio area alongside the building at the front) – Working Group selected *Option E* – To widen the existing entrance and make good the wall and provide a new lockable wheel-chair accessible gate.

South Entrance Memorial Gate (main pedestrian entrance) – Working Group selected *Option G* – To install a Memorial Gate and bespoke bow topped railings along Sunnyside rear lane to adjoin Linc Cymru fencing.

Former Project Manager Bob Burns has agreed to seek the revised quotes under his commitment to his original role.

Graded footpath

I have explained to Members of the Working Group that although Bob will be seeking revised quotes for the railings, archway and gates, the construction of the actual footpath was not included in the original request for quotes or Town and Community Council Fund grant application. As the TCCF application has already been determined, it is unlikely that BCBC will increase the funding to include this. We will need to create a brief, provide drawings and seek quotes for the construction of the footpath. I have approached the appointed architect and obtained costs for some of this work as follows:

Design Work - Drawings:	7hrs
Review inc Meeting:	2hr
Specification for tender:	8hrs

17hrs @ rate of £50phr = £850.00

The final design, brief and quotes will require consideration and approval from full Council in due course.

For economies of scale and timescales, it would make sense to include this work as part of the brief for the construction work inside the premises and procure this as part of the whole project rather than individually.

Next Steps

As the external works for the Southern Pedestrian Access will now need to be incorporated into the designs and brief, the architect will include this as part of the Stage 2 design.

Permission is either required from Full Council for delegated authority to the Staff and Working Group to approve and sign-off the final Stage 2 design OR an Extra-ordinary meeting of Council will need to be called as appropriate (possibly during summer recess) in order to progress.

Council are asked to decide how they would like to progress with this?

After sign-off, the Stage 2 design can then be passed on the Quantity Surveyor to undertake the Stage 2 Cost Plan and to the Mechanical & Electrical Consultant to complete their designs.

The next steps are as follows:

- Additional Stage 2 drawings required for the Southern Access and Pathway – will need approval to be passed on QS to provide a cost plan and the M&E to complete their designs
- Architectural Tender drawings and specification to be prepared for early September
- M&E Tender drawings to be prepared for early September
- Quantity Surveyor to put together the Bills of Quantity, tender packages in readiness for tender in the autumn.

Project Manager Role

I have prepared a brief for Council consideration. Please see agenda item 16b. If this role is advertised, three quotes will be required to adhere to financial regulations. The architect has got the skills and capacity to undertake the role and former Project Manager Bob Burns has politely declined.

Please note:

If you have any questions regarding the above, please contact me before the Town Council meeting so that information can be checked and provided in advance of Council discussions.

Leanne Edwards
Town Clerk