

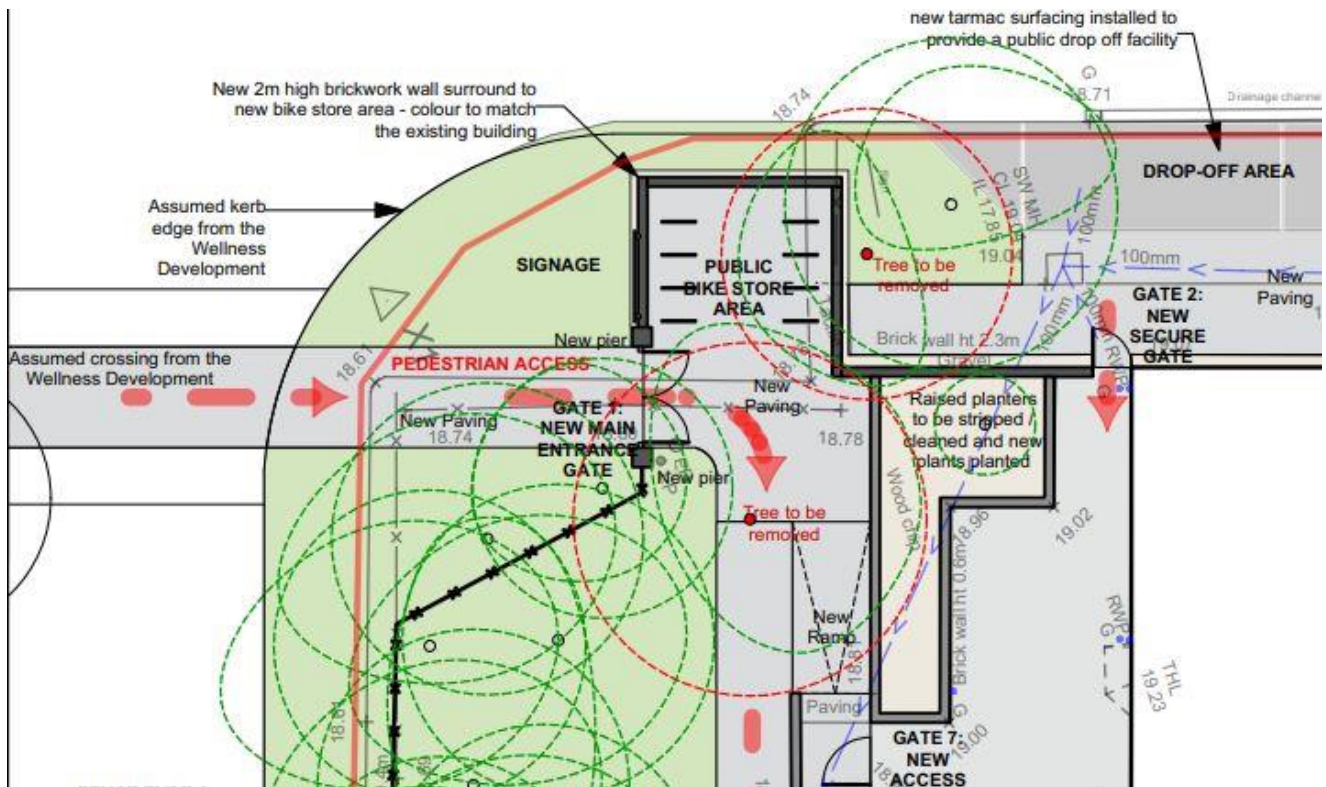
Throughout the summer the Town Hall Project has progressed with the appointed architect, additional consultants and staff. On 22nd July 2021 Cllr Lyn Walters stepped down from the Town Hall Working Group. Two Working Group meetings have also been held. Please see details below.

Working Group Meeting Friday 23rd July 2021

Members reviewed a Proposed Site Plan and Ground Floor Plan produced by the architect and discussed the following:

Bike store, drop off point and pedestrian path at Southern entrance

At the Southern entrance which is directly off the crossing from the Wellness Village, the architect had proposed a full height brickwork enclosure to connect to the existing brick wall to provide a solid surface to place external signage on the outer face of the wall and provide an enclosure for a bike store for the public. The brick wall would connect to brick piers to form the opening for the bike store and link in with the archway, gate and railings proposal.



- Members of the Working Group discussed this proposal in detail and did not support pursuing this option. The architect was asked to remove the bike store from the plans. Members considered that bike storage could be provided at the northern end of the building by relocating the existing metal cycle uprights to the grassed area.
- Members considered the security implications of retaining Gate 2 and agreed that this gate should not be retained. The architect was advised that Gate 2 should be blocked up and was asked to reflect this in the plans.
- Members agreed that the height of the wall alongside Gate 2 should be reduced to the height of the raised bed the others side of the wall and suggest topping the wall with a coping stone to which black bow top metal railings are attached.

- The bricks removed from the wall mentioned above should then be used to block up Gate 2 so that the brick work is the same colour.
- Members considered the proposed drop off area and thought that it was too far into the site. The architect was asked to move the drop off area closer to the gate, in the current position of the bike store on the plans.
- The pedestrian access shown on the Proposed Site Plan was a straight line from the pedestrian crossing and different to the curved Southern Access previously agreed by Council and submitted to BCBC for the Permitted Development application. Members wished to pursue the original curved path, leading to the archway and gate. The architect was asked to revise the plans to include a curved path which passes the raised beds and leads down to a new ramp access to the main entrance.
- Members noted that the railings alongside the southern part of the site were set back from the red boundary line and queried if there was a reason for this. Members expressed concern that this creates a 'no mans land' between the shared access road and the new railings which will need to be maintained. There is a low wall along the bottom end of this area (near Sunnyside lane) and Members asked if it is possible for the railings to be mounted on top of the wall at this section and taken in a straight line, right to the edge of the boundary up towards the pedestrian access. This was fed back to the architect.

Traffic management and turning area

Members discussed traffic management for those wishing to turn and leave the site after 'dropping off', permitting use of the car park for those visiting the building and preventing people using the car park without a legitimate reason.

- Members considered a barrier system, manual gates and automatic gates however further research was required before decisions can be made.

Conservation Style Fencing Panels

The architect proposed a suggestion for the fencing treatment along the South boundary of the property which can be seen from the Wellness Village. He suggested an elegant conservation style approach of black wrought iron bow top fences to a height of 2m approx. and to introduce number of laser cut plaques between the railings to help break the elevation and to illustrate the Town Council history etc. They could be photographs which a company can scan and then laser cut the black sheets from the computer and can be installed in bespoke fence panels.



- Members of the Working Group considered laser cut panels for the boundary railings however it was noted that the Council have experience with laser panels on another project in the Town Centre and expressed concern about cost, health & safety concerns (from children getting fingers trapped) and timescales to incorporate these. For these reasons it was decided that the project at the Town Hall should progress with standard bow topped railings that should be simple and economical.
- Members considered wrought/fabricated iron railings versus cast iron (conservation) railings. Bob Burns advised that he had sought costs from a local supplier and was told that the cast iron railings are 3-5 times more expensive than round or square fabricated railings.

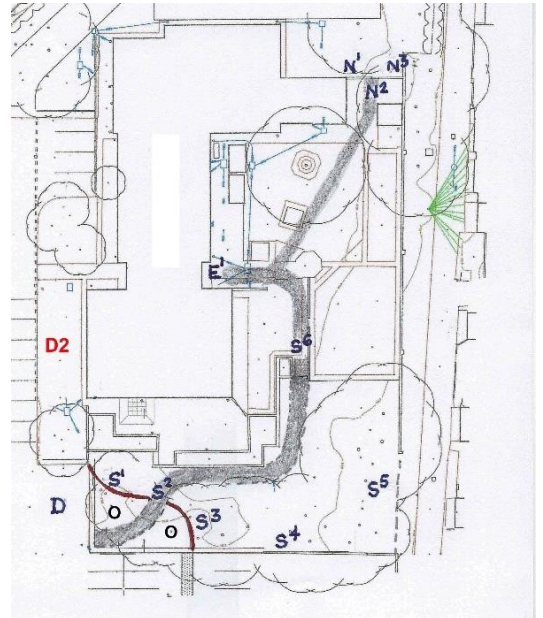
Garden features & Landscaping

Members considered the landscaping of the garden area and proposals for a pergola and sculptures.

- Members agreed that due to budget for this financial year and time constraints to get the building in use by Spring 2022, landscaping will need to be considered in a later phase of development.

Northern Access and Carpark

- Members agreed a design for the inclusion of 3 disabled car parking spaces in the northern car park.
- Members agreed that the walls either side of the Northern gate (N1 & N3) should be reduced to 11 courses/one brick course above the Gas Compartment (on right side), topped with a coping stone to which black bow top metal railing is attached.
- The existing Northern gate opening (N2) is of sufficient width to accommodate a pedestrian accompanied by a wheelchair therefore it was agreed that the design of the new gate will incorporate two hinged gates (opening inwards) and an archway using the Carnegie House archway design criteria. The design of this gate will be duplicated for the gate at the Southern entrance (S2).
- Members concluded that the wording for the archway should be simple and just read 'Town Hall 2021' and 'Neuadd y Dref 2021' and should incorporate the Town Council heraldic crest.



Members noted that the internal plans are excellent and subject to the external changes explained above, these plans should be progressed. Further to the Working Group meeting the comments above were relayed to the architect and an amended site plan was produced.

Response from BCBC re: Permitted Development for new Pedestrian Access

The following response was received from the BCBC Development and Building Control Manager on 23rd July 2021:

- a) New Memorial Gate – This is permitted development under Part 12 of the GPDO 1995 as it is less than 4m, is set into the site, is not within the setting of a listed building, is on your land and a Town Council is classed as a Local Authority under the regs.
- b) New railings – The majority of the railings can go up to 2m in height under pd rights (Part 2A) (as they are set back off the highway) apart from the element directly fronting the adjacent lane to the east of the building. As this is necessary for security, and to avoid having to submit an application for a 1.4m high railing at this point, I would suggest setting the railing back into the site at this point by around a metre as the railings will still be see-through and should not cause any visual impairment to users of the lane.
- c) New graded footway from private road drop-off to Town Hall floor level – this element does not require planning permission as the internal road will not be a classified highway and as long as there is no significant raising or lowering of the land as a form of engineering operation.
- d) New landscaping adjacent to the footway – this does not require planning permission as it is not classed as development and is supported.

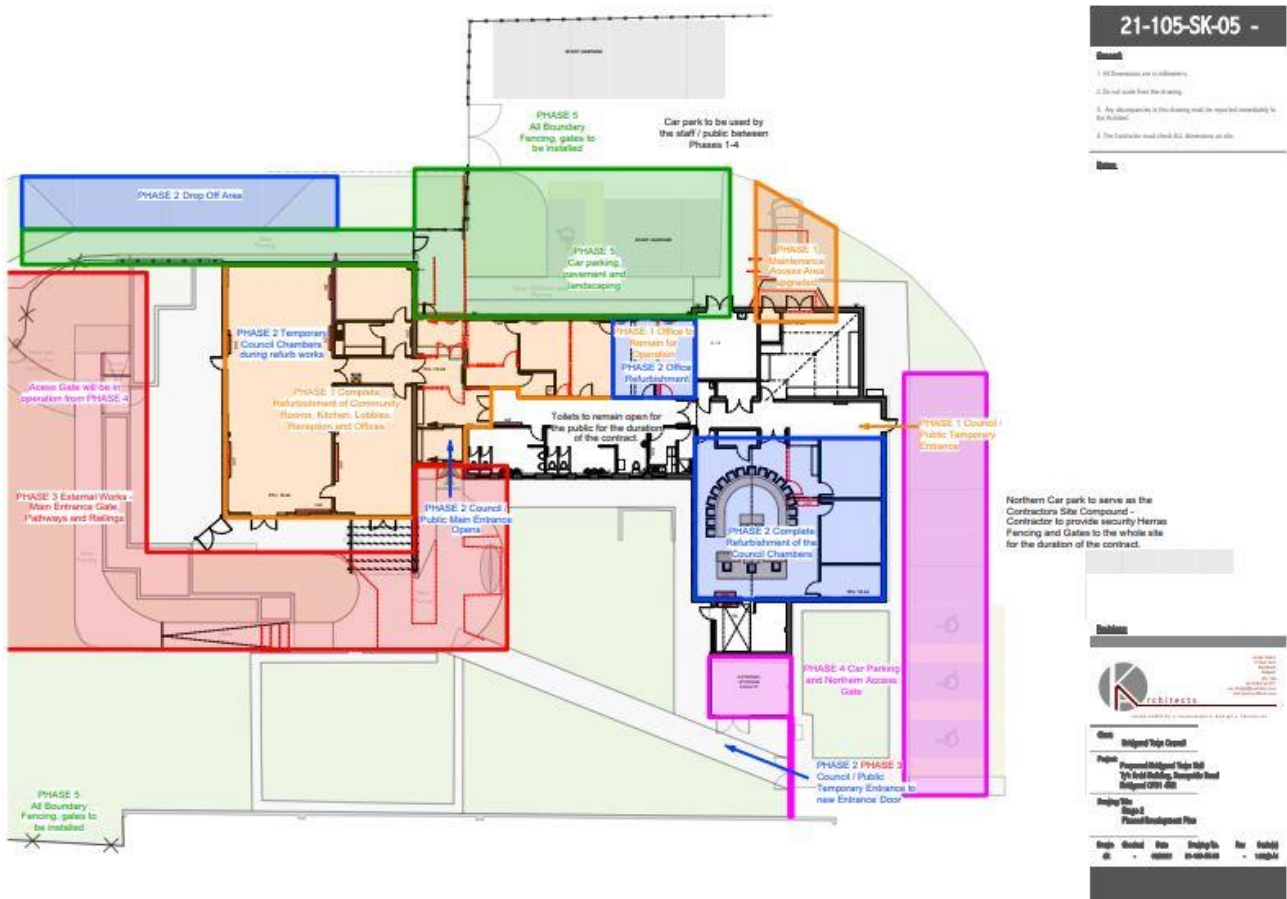
The architect’s response to the above is as follows:

- a) The memorial gate design is below the 4m height. It has been designed to be as low as it can go to help keep the cost down. The height of the gate can be increased, but so will the cost.
- b) Perimeter / boundary fence has been designed at a 2m height as this is the minimum height for a security fence. The planners comment suggest that this fence is to be set 1m inside from the kerb edges – apart from the East side.
- c) There is only a 150 – 200mm level difference to this area and will not be significant enough to be classed as an engineering operation.
- d) A decision will need to be made if this footpath is to be one of the following:
 - a) Permeable resin bonded pathway, b) Tarmac pathway or c) Paving slabs pathway

Working Group Meeting Friday 20th August 2021

Phased Development Plan

As Council had previously indicated a requirement to partially use the Town Hall building for Council meetings and public use before the refurbishment project is complete, the architect produced a phased plan for the refurbishment works.



| Phase | Description | Colour |
|-------|---|----------|
| 1 | Refurbishment of Community Rooms, Kitchen, Lobby, Reception & Offices | Orange |
| 1 | Council / Public Temporary Entrance | Orange |
| 1 | Maintenance Access Area | Orange |
| 1 | Office to Remain for operation | Orange |
| 2 | Complete Refurbishment of the Council Chamber | Blue |
| 2 | Council / Public Temporary entrance to new Entrance Door | Blue |
| 2 | Council/ Public Main Entrance | Blue |
| 2 | Drop Area | Blue |
| 2 | Office Refurbishment | Blue |
| 2 | Temporary Council Chambers during refurbishment work | Blue |
| 2/3 | Council / Public Temporary entrance to new Entrance Door | Blue/Red |
| 3 | External Works Main Entrance Gate Pathway and Railings | Red |
| 4 | Access Gate will be in operation from Phase 4 | Purple |
| 4 | Car Parking and Northern Access Gate | Purple |
| 4 | External Storage Facility | Purple |
| 4 | Northern Wall Railings & Memorial Gate | Purple |
| 5 | All Boundary Fencing, gates to be installed | Green |
| 5 | Car Parking pavement and landscaping | Green |
| | | |

- It was noted that the car park to be used by staff, Councillors, and members of the public between Phases 1 – 4 would be limited to several spaces at the front of the building.
- The Northern car park would serve as the Contractor site Compound (Contractor to provide security Heras Fencing and Gates to the whole site form the duration of the contract)
- Toilets would remain open for the public for the duration of the contract.

The architect explained that Council can either consider the phased plan or give the contractor full ownership of the building for the duration of the works. It was noted that the Council would be responsible for liability for the areas that remain open, whilst the contractor would be responsible for the construction areas. Members expressed concerns regarding the BTC insurance policy, resource to co-ordinate the phased plan and additional risk.

The architect was asked to estimate the timescales for the phased plan in comparison with allowing the contractors to have full occupation of the site.

- Full occupation of the site for contractor – estimated timescales for work 21 weeks
- Partial occupation of the site for contractor - estimated timescales for work 28 weeks
- Members concluded that the phased plan should not be pursued and that the appointed contractor should be given full access to the site.
- It was noted that monthly site meetings will be required when the refurbishment works begin.

Members discussed splitting the projects into separate briefs to appoint separate contractors for each project. It was noted that whilst this may reduce the contractor costs, this would not be efficient from a time or resource perspective. The architect recommended a principal contractor is appointed to deliver the refurbishment works and take responsibility for the whole site. This was supported by Members.

Furniture & Flooring Procurement

The architect explained that in order to design the layout of the office spaces he would need to be provided with the design and dimensions of any existing furniture that will be re-used in the building and requirements for any new furniture needed so it can be shown on the furniture layout plan.

- It was confirmed that 3 quotes are required for the procurement of any new furniture.

The architect advised that with regard to the new reception desk design, for the Stage 2 cost plan the QS will put in a provisional sum. The Reception Desk will be designed in Stage 3 with the intention of tendering to get an accurate cost.

The architect advised that he would refer to the HSE guidance for workspace compliance regarding the occupancy numbers per office space.

Members discussed the flooring required for different areas. It was noted that easy to clean, wood effect flooring would be required in the community rooms. Quotes previously sought for this were forwarded to Architect on 20th August by Mr Bob Burns.

The architect suggested that carpet is used in the Council Chamber and offices to reduce harsh sounds and improve the acoustics in these areas.

Fire doors

The architect advised that the integrity of several of the fire doors in the building had been compromised due to wear & tear, damage to seals, holes in the wood and updated regulations. Members inspected the doors and agreed that a recommendation must be made to full Council to replace the older internal fire doors in the building. Costs will need to be sought for consideration by Council.

Ceilings and lighting

It was noted that the current light fittings are not energy efficient and should be replaced with LED carbon neutral lighting. When the existing lights are removed, the ceilings will need new plasterboards to the underside which will be skimmed recessed LED spotlights can be installed.

Council Chamber

The architect explained the acoustics in the Council Chamber are very harsh and make it difficult for people with hearing difficulties. Also the room should be sufficiently sound proof so that confidential matters cannot be heard from the corridor. It is therefore recommended that:

- A new carpet is laid to soften the sound in the room
- Plasterboards should be installed to the ceiling and walls or introduce acoustic panels to the walls to help keep the sound inside the room
- New doors with acoustic properties (and suitable fire rating) should be considered
- A hearing loop should be installed

The architect noted that some of the windows in the Council Chamber do not open due to security grilles attached to the windows. He highlighted recommended that these should be removed to assist with the ventilation and to maintain oxygen levels in the room.

It was noted that new radiators will need to be installed.

Outdoor Maintenance Room

The architect highlighted HSE requirements for flammables and combustibles and noted that a steel non-combustible store unit is urgently required to store all flammable and high-risk items.

Crack in Community Room 2 wall

A crack was identified that was not apparent in the last survey and will need to be investigated. It was suggested that the plasterboard to the crack is removed to expose the blockwork and determine the cause of this crack.

*Note this crack was investigated after the meeting and found to be superficial

Eco considerations

Members discussed what measures could be considered to improve the energy efficiency and environmental impact of the building. It was noted that the building already has light sensors installed but that the Council should seriously consider replacing the existing lights with LED lights, installing attic insulation, reviewing the heating system, and considering the recommendations of the Hydrock M&E report.

Members discussed heat pumps and researching the BCBC underground heat project.

It was noted that the Hydrock M&E report would need to be presented to the September full Council meeting for consideration and decisions.

Ground Floor Plan

Revised floor plan '21-105-SK-02-B_S2 Ground Floor Plan' has been recommended for approval to progress to the next stage of the project

Next steps

Mechanical & Electrical

Hydrock have issued their existing survey drawings of all the M&E systems installed in the building, and a report which concludes with their findings and recommendations. This urgently needs to be discussed with Council. A decision will need to be made if all recommendations shown in the Stage 2 M&E drawings are to be adopted in this contract, or if there are items which you do not want to include.

Quantity Surveyor

On 16th August the architect and BTC Facilities Manager met with the Quantity Surveyor at the building and went through the project and the extent of works. The Quantity Surveyor is now working on a Stage 1/2 cost plan to provide an initial idea of costs and it is anticipated that this will be fine-tuned at stage 3. The cost plan is due to be ready mid-September.

New Main Entrance Automatic Doors

The reconfiguration of the Town Hall building requires new doors for the main entrance. It is not possible to reuse the current automatic doors as they are damaged and are not watertight. The architect has made an approach to a company who have previously provided automatic doors for BCBC buildings. The quote of at £13,708.95 (excluding VAT) includes the provision of two doors to the new entrance area as shown below:



Barriers to Carpark

Bob Burns has prepared a document that draws together some internet research regarding three approaches to the security of vehicular traffic (Gates, Barriers and Bollards) and includes local research undertaken by the Facilities Manager. The following costs are estimates for consideration:

| | |
|---|--------------------------|
| Automatic Bi Folding Speed Gates | £20,000 - £25,000 ex VAT |
| Automatic Arm Barrier | £6,000 ex VAT |
| Bollard with Automatic Rising | £4,000 ex VAT |
| Automatic timber sliding gates (Standard) | £7,500 - £15,000 |

Quotation Brief - Gates and Railings

Mr Bob Burns has prepared a revised draft brief (emailed 31st August 2021).

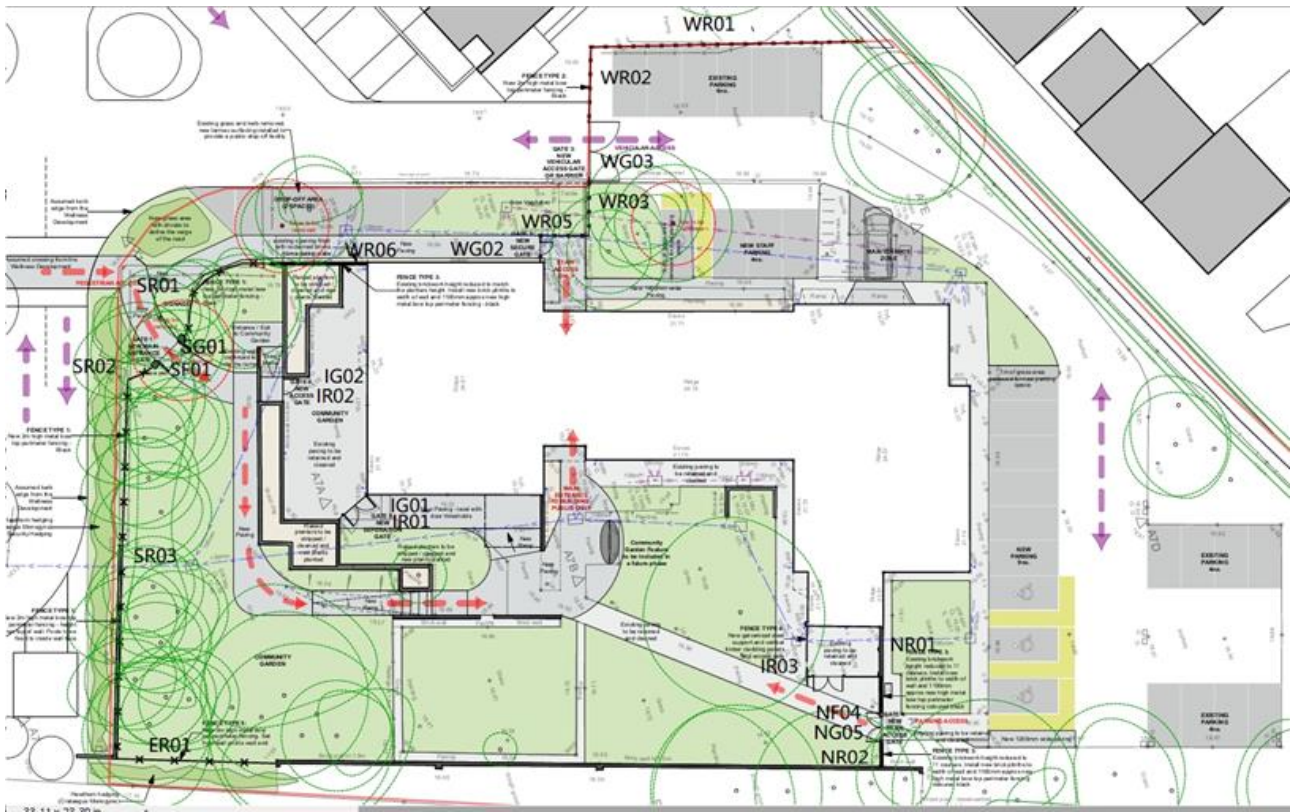
The draft brief introduces itemised sections (also refer to Image 1: Proposed Quotation Plan below) of Railings and Gates to provide more detailed analysis of each quotation and flexibility to the Town Council as to need.

| ItemNo | Type | RDL-BRef | Description | Category | Text |
|--------|---------------------------------------|----------|---|----------|--|
| WR01 | Type 2 | | New Railing West of building 90° turn post | Railing | |
| WR02 | Type 2 | | New Railing West of building With Gate hinge | Railing | |
| WG03 | Gate 3 Vehicular | | Double Gate (vehicular) West side of building | Gate | This still needs express approval re Automation and whether it will be a 'Bar type' |
| WR03 | Type 2 | | New Railing West of building With 90° turn post - Gate hinge | Railing | |
| WG02 | Gate 2 Pedestrian | | Secure Pedestrian Gate West side of building 'single' with side Railings. | Gate | This still needs express approval re Security. |
| WR05 | Type 2 | | New Railing West of building With Gate lock - 'attach to wall' | Railing | |
| WR06 | Type 3 | | New Railing West of building 'attach to wall' | Railing | |
| SR01 | Type 1 | S1 | New curved Railing South of building 'attach to railing Type 3 then to brick pier' | Railing | |
| SG01 | Gate 1 | S2 | New Main Entrance Pedestrian Double Arched Town Hall Gate - 'attached to black steel frame' | Gate | |
| SF01 | Main Memorial Arch Frame & Lettering | S2 | New Main Entrance Double Arched Town Hall Arch/Frame - 'between brick Piers' | Arch | Provide rectangular opening to receive enamelled Council coat of arms |
| SR02 | Type 1 | S3 | New curved Railing South of building 'attached to brick pier Type 1 to 'brick wall post - SR03t' | Railing | |
| SR03 | Type 1 | S4 | New Railing fix to top of existing wall adjust height to ensure 2.0m height above access road level 90° turn along lane (Brick Wall). | Railing | |
| ER01 | Type 1 | S5 | New curved Railing East of building 'from 90° post along lane to brick pier' | Railing | Note at the 90° post the levels change towards the lane so height will need to taper |
| NR01 | Type 3 | N1 | New Railing fix to top of wall to reach 2.0m above ground level | Railing | |
| NF04 | North Memorial Arch Frame & Lettering | N2 | New North Entrance Double Arched Town Hall Arch/Frame - 'between brick walls' | Arch | Provide rectangular opening to receive enamelled Council coat of arms |
| NG05 | Gate 4 | N2 | New North Entrance Pedestrian Double Arched Town Hall Gate - 'attached to black steel frame' | Gate | |
| NR02 | Type 3 | N3 | New Railing fix to top of wall to reach 2.0m above ground level 'between brick pier and existing lane brick wall' | Railing | |
| IG01 | Gate 5 | | New Separation Gate | Gate | |
| IR01 | Side Railing IG01 | | New Side Railing to Gate 5 | Railing | |
| IG02 | Gate 6 | | New Access Gate (to Community Garden) | Gate | |
| IR02 | Side Railing IG02 | | New Sloping (follow gradient of footpath) | Railing | |
| IR03 | Type 4 | | New galvanised steel support and vertical timber cladding panels and access gate | | |

The Internal Railings and Gates should be evaluated as to whether they are really necessary.

Discussions are now required on the next steps for the preparation of the tender documents for the construction work and updated timescales.

Image 1: Proposed Quotation Plan



Decisions to be made by Full Council

As the Town Hall Working Group does not have delegated powers, Council is requested to consider this document carefully and make decisions on the following matters:

1. To consider recommendations from the architect and Town Hall working and make decisions regarding the external works:
 - a) To remove the external bike store from the plans
 - b) To block up Gate 2 for security reasons
 - c) To reduce the height of the wall alongside Gate 2
 - d) To move the move the drop off area closer to Gate 2 (in the position of the bike store)
 - e) To pursue a curved path for the pedestrian access which passes the raised bed and leads down to a new ramp access to the main entrance
 - f) To pursue quotes for a barrier system, manual gates or automatic gates to prevent people using the car park without a legitimate reason
 - g) To consider railings, pedestrian access and gate at the West side of building (alongside the vehicle barrier system)
 - h) Not to pursue the option for conservation style fencing with laser cut panels due to cost and safety concerns but to agree to progress with standard bow topped railings.
 - i) To delay the consideration of garden landscaping until a later phase of the project
 - j) To reduce the northern walls (N1&N3) to 11 courses
 - k) To incorporate two hinged gates and a commemorative archway at the northern access (N2)
 - l) To incorporate a matching commemorative archway and two hinged gates at the southern access (S2)
 - m) To agree that the wording on the archway should read 'Town Hall 2021' and 'Neuadd y Dref 2021'
 - n) To consider whether the Council has a preference on the materials used for the new pedestrian footpath at the Southern Entrance regarding whether it should be constructed from:
 - i. Permeable resin bonded pathway
 - ii. Tarmac pathway
 - iii. Paving slabs pathway
2. To consider and agree a recommendation from the Working Group not to pursue the phased development plan but to instead give the appointed contractor full occupation of the entire site to complete the works in an estimated 21 weeks
3. To consider advice from the architect regarding fire regulations and to approve the replacement of fire doors in principle, subject to the provision of quotes and budget for review by Council at a later date
4. To approve the authorisation of replacement of lighting with LED carbon neutral lighting in line with the new BTC policy of environmentally friendly working practises, subject to the provision of quotes and budget for review by Council at a later date
5. To approve a recommendation from the architect to pursue quotes for improving the acoustics and aesthetics of the Council Chamber, subject to the provision of quotes and budget for review by Council at a later date
6. To sign off the '21-105-SK-02-B_S2 Ground Floor Plan' to progress to the next stage of the project
7. To consider advice from the architect and approve the sourcing of a steel non-combustible store unit to store all flammable and high risk items for the Outdoor Maintenance Team in line with HSE requirements

8. To consider the need for new automatic doors for the main entrance and review a cost estimate provided by the architect
9. To consider the M&E report and recommendations from Hydrock
10. To consider a draft cost plan from the Quantity Surveyor (if available)