

Minutes of a meeting of the **PRIORY ROAD COMMUNITY HUB PROJECT SUB-COMMITTEE** held in the Meeting Room 2, Council Offices, Priory Road, Spalding, on Thursday, 20 September 2018 at 4.00 pm.

PRESENT

M G Chandler (Chairman)

G J Taylor

A Casson

Apologies for absence were received from or on behalf of Councillors C N Worth

In Attendance: Executive Manager Property and Development, Programme Delivery Manager Breckland and South Holland, Communications Manager (Interim), Technical Officer (CSU), Programme Delivery Co-Ordinator and Executive Manager - People and Public Protection and Democratic Services Officer

17 MINUTES

AGREED:

The minutes of the meeting of the Priory Road Community Hub Project Sub-Committee held on 25 July 2018 were agreed as a correct record.

18 DECLARATIONS OF INTEREST

There were none

19 COUNCIL CHAMBER PLANS

The Executive Manager – People and Public Protection provided an update to members concerning the plans for potential improvements to the Council Chamber.

The group responsible for looking at possibilities was tasked with making the chamber as friendly to use by both Councillors and the Public as possible.

It was hoped that smart equipment could be installed, with better iPad integration. Video conference capabilities were also a future possibility with which the new equipment would be compatible.

It was hoped that the changes would allow the room to be more suitable for more than just democratic meetings, possibly for use as a conference suite which could make the chambers, more

Action By

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suitable for alternative use by partners as well as potential income generation by being able to book the facilities out to other groups..

The Executive Manager – People and Public protection stated that he hoped to invest in more suitable furniture, as it was felt by both Councillors and staff that the pieces of furniture that were currently in the chamber were not well suited to being moved into different configurations and as a result they had become damaged and weakened.

Councillor Taylor stated that the current chamber was not suited for speaking while standing, the Executive Manager – People and Public Protection stated that this was welcomed feedback and would be useful in feeding into future furniture options

The Executive Manager – People and Public Protection stated that the project group was meeting again in October to review progress. He stated that the ideal time to undertake any reconfiguration work would be during the pre-election period, as the room would not be in regular use – however, he stated that he would consult with Democratic Services to ensure that any programme of work has minimal impact

Members asked for a justification of what the return would likely to be from the investment. The Executive Manager – People and Public Protection stated that he hoped to have an outline business case/ feasibility plan by Christmas of 2018.

AGREED:

That the contents of the update be noted.

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Consideration was given to the report of the Executive Manager – Property and Development which sought to provide members with an update on the progress of works to ensure a more effective use of the building for new lettings, improved security for staff and users of the building in non-public areas; replacements for failing heating appliances above entrance doors and reception area, and to addressing general security in terms of access and circulation around the building.

Door Security Project highlights

- Proposed contractor for the installation of 44 door card

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readers, 4 intercom units, a control PC and card printer was GBSG of Donington, Spalding.

- Works would also include installation of 2 replacement, upgraded car park barriers, a pager (panic alarm) system and a new access gate with glass surround at the bottom of the atrium staircase.
 - The steel and glass barrier was due to be installed at 90 degrees to the atrium stairs. This would involve re-arrangement of the current seating area.

Members asked that the Executive Manager - Property and Development confirm that the car park barrier would be a proximity reader rather than a swipe reader

Richard
Hodgson

Access Control Programme Dates

- Officer Decision notice was due to be handed to Democratic Services on 21/09/2018.
- Award of contract in the week commencing on 1/10/18
- Start onsite during October
- Works completed 6 weeks from start
- It was stated that this was currently around 3 weeks behind the original schedule.
- It was asked that Communications produce a briefing note to prepare staff for the works
- It was stated that the closure of the 2 side doors to the building could take place upon the completion of these works. It was requested that when this took place, signage could be prepared, and that this policy be adopted on the first day of the new card system.

The Executive Manager – Property and Development stated that the new staircase barriers were well within budget and it was agreed that the solution presented here was the best.

Current Works

- BAU maintenance:
 - Council Chamber upgrade (design and prices)
 - Fish pond works – October
 - 'Clear the Clutter' October
 - Final Snagging 1st floor hub toilets
 - Paint atrium skirting and doorframes
 - Review of service logs
 - This was to review the advisory documents for all equipment in the building so that a baseline of information could be available for

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referral which would allow for knowledge of service/replacement rates for all equipment.

Fish Pond removal

It had been agreed that the best solution of use for the area taken currently by the fishpond, was to remove the area completely, box off the under-stairs space and turn it into a cupboard.

Members felt that this was a suitable and good solution

The Communications manager stated that he felt that public communications would be needed to address the inconvenience that the work may cause.

Current Programme

- Replace fire doors, in the ground floor of the old building.
- From quotes, the cost of new heat curtains and other heating works would be around £25,000. This was well within budget and savings relating to the door access made this even more cost-acceptable.
- 2nd floor women's toilet refurbishment
- Broken glazing panel replacement
- Rewiring of car park lighting
- Repairs to ground floor hallway

Pipeline

- Toilet refurb in the old building were dependent on compass point accommodation needs
- Smart/VC room refresh
- Solar gain.

On CPBS, Members mentioned that it had previously been a plan for CPBS to move onto the 2nd floor. This was no longer happening in the immediate future. The Programme Delivery Manager stated that this was because technical feasibility work was needed, specifically around airflow, environmental temperature changes, welfare provision assessment, evacuation route assessments due to potentially a more condensed workspace

Officers introduced potential plans for the 1st and 2nd floor reconfigured space, which largely focussed on better utilisation of space.

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Members asked that a flow chart of the programme of works be created.

Jenny
Stephens

Forward Look

- Delivery Unit team pulling together overarching programme and liaison via EMT
- Identifying drivers for change
 - Commercial/Budget (+/-), Hub credentials, Technology (ICT)

Agenda Planning

- Oversight –Current works
- Confirming programme priorities
- Baseline – data awareness
- Drivers for change
- Funding requirements
- Assurance
- Communications

Occupancy

Members received an update from the Programme Delivery Manager regarding current collocation prospects.

AGREED

That members note the information on programmed works relating to:

- a) Improvements to security for staff in non-public areas.
- b) Addressing security of the building, access and circulation of users of the building, and building condition issues; And
- c) Replacing failing heating appliances above entrance doors and reception area.

21 ANY OTHER BUSINESS

There was none

22 DATE OF NEXT MEETING

The next meeting of the Priory Road Community Hub Project Sub-Committee was due to take place on 23 November 2018 at

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10:00AM.

The Democratic Services Officer remarked that the meeting due to be held on 23 November 2018 was the last instance of the Priory Road Community Hub Project Sub-Committee that was arranged and that, therefore, members would need to agree further dates at the next meeting. Members asked that the Democratic Services Officer find a list of potential dates and times of the next 3 meetings to be brought for consideration at the next meeting.

Gregory
Watkinson

(The meeting ended at 5.28 pm)

(End of minutes)