

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 Friday, 23 November 2018 at 10.00 am.

PRESENT

M G Chandler (Chairman)

G J Taylor

C J Lawton

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

In Attendance: Democratic Services Officer, Executive Manager Property and Development, Programme Delivery Manager Breckland and South Holland, Communications Manager, Facilities Manager and Project Manager – Breckland

	<u>Action By</u>
<p><b>23</b>    <b><u>DECLARATIONS OF INTEREST</u></b></p> <p>There were none</p>	
<p><b>24</b>    <b><u>MINUTES</u></b></p> <p>Consideration was given to the minutes of the previous meeting of the Priory Road Community Hub Project Sub-Committee held on 20 September 2018.</p> <p><b>AGREED:</b></p> <p>That the minutes be agreed as a correct record</p>	
<p><b>25</b>    <b><u>PRIORY ROAD PLANNED MAINTENANCE UPDATE</u></b></p> <p><i>Due to the interconnected nature of the items, it was agreed that discussion of items 5 and 6 of the agenda would take place under this item.</i></p> <p>The Facilities Manager stated that the new cabling work had been a success, and that the panic alarm system was being installed the week following this meeting. Furthermore, in the weeks to follow.</p> <p>The Chairman asked if the work to the atrium and car park would be completed soon. Officers responded that it was hoped that the work would be completed by the end of January.</p> <p>The Chairman asked who was dealing with access protocols. Officers stated that the zoning policy was still being finalised. The</p>	

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Chairman then asked how the protocol would deal with visitors. Officers stated that there would be special visitor cards that could be shut down, or they would be given 'dumb' cards that would not provide them access to any doors at all.

The Chairman asked that officers ensure that all visitors in the building outside of the atrium have cards, identifying them, in some way, as a visitor.

The Programme Delivery Manager stated that SHDC employees would need to wear SHDC lanyards, with photo ID cards. She also stated that it was hoped that new card holders could be looked at which allowed anyone who had two cards to hold both on one lanyard.

The Chairman asked for dates that new security went live. Officers responded that the new security systems would be in effect from February 2019 onwards.

Officers stated that they would put into the work programme which date the side doors would be closed.

**MAINTENANCE PRESENTATION:**

The Project Manager stated that with the air flow in the atrium, officers were moving away from the idea of de-stratification because the equipment required for that method would be unsightly. Other options that were now being looked at would be box heaters suspended from the ceiling pointing downwards or wall mounted radiators.

Work on the fish pond removal would begin on 8 December. The underside of the stairs would be boxed off, and would be too small to be used as a storage space, so would just be a void space.

Officers stated that work was well within budget at the time of the meeting.

Officers stated that prospective tenants could be moved onto the 2<sup>nd</sup> floor. Or CPBS could be moved there. Officers stated that the plans for use of 2<sup>nd</sup> floor were up in the air, but that there were several potential plans.

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**26 UPDATE ON THE REPLACEMENT OF CAR PARK BARRIERS,  
AND ACCESS CONTROLS AROUND THE BUILDING.**

Due to the interconnected nature of these items, it was agreed that discussion of this item would take place under item 4 of the agenda.

**27 BRIEFING ON FUTURE PROGRAMMING**

Due to the interconnected nature of these items, it was agreed that discussion of this item would take place under item 4 of the agenda.

**28 AGENDA PLANNING FOR FUTURE ITEMS FOR THE SUB-COMMITTEE**

The Executive Manager Property and Development stated that the following would be featured on the agenda of the next meeting;

- An update on collocation.
- Condition survey findings and financial impact.
- Council chamber plans.

**29 ANY OTHER BUSINESS**

There was none.

**30 DATE AND TIMES OF FUTURE MEETINGS**

The Chairman asked that officers arrange the next meeting date, as soon as new information was ready to present.

(The meeting ended at Time Not Specified)

(End of minutes)

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