

## Abingdon-on-Thames Town Council

Draft Notes of the Guildhall Working Group of Friday 2<sup>nd</sup> March 2018 which took place at 11:00am in the Bear Room, Guildhall, Abingdon-on-Thames.

### Present:

Councillor Dennis Garrett	Chairman
Councillor Michael Badcock	Vice-Chairman
Councillor Margaret Crick	
Councillor Neil Fawcett	
Councillor Jan Morter	
Councillor Robert Hall	

### In attendance:

Mr Nigel Warner	Town Clerk
Mr Steve Rich	Asst. Town Clerk / Head of Services
Mrs Jo Blackmore	Meeting Clerk
Mr Jonathan Longden	Leys Longden
Mr Haydn Whitehouse	Johnson Controls - ADT

### 1 **Apologies**

Apologies were received from Cllr Neil Fawcett for not sending apologies for the previous meeting on 9<sup>th</sup> February 2018.

### 2 **Declarations of interest**

None.

### 3. **Notes of the meeting of 9<sup>th</sup> February 2018**

The Open and Confidential notes of the meeting were agreed as a correct record.

### 4 **Matters arising**

Cllr. Dennis Garrett will report back on a meeting with Huw Edmunds.

### 5 **Building Works – Jonathan Longden**

- The building works have started, but were held up by the bad weather. They didn't work on Friday 2<sup>nd</sup> March due to working with steel in the cold and snow.
- A formal programme of works has been received from Inside Out. However Jonathan stated that an extra week should be added to the finish date; now expected to finish on 29<sup>th</sup> June 2018 due to the weather we have just had.

- The concrete slab by the industrial kitchen has been cut away leaving the new building to be slightly larger than planned so a little more room has been added to the disabled and gents toilets.
- The archaeological review has been completed with nothing found and discharge has been applied for and granted.
- Local archaeologists have visited the site because when the foundations were dug it was discovered that the foundations of the Reading Room are from a timber framed building.
- Building work is due to start on the Roysse Court Gardens after Easter. However this may be delayed by a week due to weather delays.
- Current work order:
  - Finish steelwork
  - Cast slab
  - Insulate Roysse Room loft
  - Decorate back of building
  - Start toilet block building
- There were additional costs to the contract as a result of demolishing the ramp and cutting away the concrete slab by the industrial kitchen.
- The Mood board (WCs) will be available at the next meeting due to the suppliers responding with questions and Jonathan not having time to deal with these. There is still plenty of time before these decisions need to be made.
- The officers complemented the builders on their work and cleanliness.

#### Cell Toilets – Space for Change

- There has been a query over the size of the door. The current door is too narrow, i.e. under 1 meter. This is not a problem as the door size can be increased.
- These toilets;
  - Will only have an external exit. There will be no access into the Guildhall.
  - Will not be included in the Guildhall intruder alarm.
  - Will be included in the Guildhall fire alarm but will be a separate zone. The toilet will be fire contained. However the ceiling requirements will need to be established once the building work starts.
- Proposed to be added onto the current project as additional work.
- The new door is not included in the current pricing plan and costs should be available for the meeting in two weeks.
- Funding.
  - Abingdon Town Council will pay the capital costs – this is not out of the Vale deferred grant.
  - The Vale will perform the daily looking after of the toilets, including the cleaning.

The Town Clerk left the meeting at 11:45am

## 6 **Guildhall Alarm, CCTV and Fire**

- There is an issue with the position of door D6 with the Intruder alarm and CCTV camera positions. The decision over this was delegated to officers subject to further consultation with ADT outside the meeting.
- ADT was concerned over having manual switches which rely on staff to set.
- CCTV positions must be approved by Thames Valley Police.
- The CCTV system can have network access so is able to be viewed from desk PCs.
  - This requires a Fixed IP address on the network and software installed onto the network system.
  - Password access only is available.
  - System records will be stored on the hard drive in the Boiler Room.
- Fire Alarm – Upgrade the whole system (both Guildhall and Roysse Court) now properly. Replace everything don't just add onto and adjust the current system.
  - Detectors are now available to minimise false alarms.
  - The Abbey Hall must be included but its uses and configuration may change so the system must be adjustable.
  - This is delegated to officers to agree.

## 7 **Other items**

- Old Staircase access audit. This decision will go to the Guildhall Committee. The auditor's visit is due to take place in March 2018.
- In the new toilet block only the disabled toilet will have baby changing facilities.

Haydn Whitehouse, Jonathan Longden and the Assistant Town Clerk left the meeting at 12:00 noon.

## 8 **Huw Edmunds report**

Cllr. Dennis Garrett presented Huw Edmunds report from a meeting he attended with Dennis on Thursday 1<sup>st</sup> March 2018.

See confidential appendix.

## 9 **Future Meetings**

- 1 Guildhall Working Group is on Friday 16<sup>th</sup> March 2018 at 4:00pm
- 2 Guildhall Committee is on Monday 19<sup>th</sup> March 2018 at 7:00pm