



## Thomaby Town Council

### Thomaby Town Hall Renovation Project Committee

In the Town Hall on 12 August 2013

Present                      Councillors Tina Large, Glenn Eastwick, Sean Gowland.  
Others                        Project manager (none voting) David Nicholson DMN PM Ltd  
Minutes taken by        DMN PM Ltd

- 1    Current situation
  - a.   Town Hall and 3-9 Mandale Road
    - i.   Buildings separated with fire doors or fire proof construction
    - ii.  Fire escape at ground floor level through no 3 into the corridor between 3 & 5, exiting on Mandale Road
    - iii. All services separated
    - iv.  Temporary lighting on the fire escape route powered from Town Hall supplies.
  - b.   Town Hall
    - i.   All things left from previous occupiers and floor finishes etc. have been removed
    - ii.  A builders clean has been carried out
    - iii. The existing toilets on first floor level removed
    - iv.  A new store for TTC provided a ground floor level
    - v.   Some TTC books etc. have been stored in the 2<sup>nd</sup> floor
- 2    Next Phase
  - a.   Planned works – Inside Town Hall
    - i.   **Arrange asbestos survey**
    - ii.  Remove old gas boiler and fuel tank (now empty) in rear yard
    - iii. Install new gas boiler
    - iv.  Construct new fire escape & modify the rear gates for fire escape use
    - v.   Remove the temporary fire escape through 3 & 5 Mandale Road.
    - vi.  New toilets on first floor
    - vii. New kitchen on first floor
    - viii. Have the existing chimneys swept.
    - ix.  Clean 5no rooms of the first floor and the circulation areas.
    - x.   Decorate the areas in vi above.
    - xi.  New floor coverings in the areas in vi above.

Signed.....Date.....

- xii. Carry out the service alterations to create the TTC office and the meeting room in the mayor's parlour.
- xiii. Move TTC into the first floor office.
- xiv. Refurbish the old TTC office ready for MaSters occupation in early September.
- xv. Redecorate/refurbish the ground floor toilets.
- xvi. New door access control system to be installed
- xvii. New arrangement for post to be sorted.
- b. Planned works – Outside The Town Hall
  - i. Resolve the issues with the drainage with NWA
    - 1. **NWA have attended site & they have located the buried manhole.**
  - ii. Replace the lead water supply pipe
  - iii. Arrange for new gas supply to new boiler
  - iv. Rolland Gill is still planning to clean the windows
  - v. **DMN to propose some works to the front elevation as a visible sign that works are progressing**

Tenants

- c. Masters
  - i. No issues
  - ii. They are not sure if they will need the basement for Sep. **Now not required**
  - iii. They are looking forward to moving into the extra office as it will ease their management/storage issues. **But can wait till Sept/Oct to suit are programme of works.**
- d. TTC
  - i. No issues
  - ii. TTC need to complete review of what they want to keep
  - iii. TTC to move upstairs when the following are complete
    - 1. New office and meeting room in the Mayors parlour are available
    - 2. New toilets available
    - 3. New kitchen available

3 Current Problems

- a. Vermin
  - i. **Rentokil have reported the rats have gone & will carry out one more visit to remove the bait**
  - ii. **Rentokil have requested the air bricks are covered with a fine mesh and some holes plugged – In hand to be done in the next few weeks**
- b. Slight flooding in the basement – see 2bi above

4 GLC and 3-9 Mandale Road

- a. Broken windows –
  - i. **GLC hare boarded over**
- b. The shop front to number 5
  - i. GLC have been monitoring the movement
  - ii. **GLC have fixed more holding straps**

**5 Finances**

- a. DMN confirmed that as the available funds for the THRP had reduced from approx. £180k to £80k that all works had been put on hold.**
- b. TTC need to confirm the available funds to be transferred into the THRP bank account, before financial planning for the THRP can continue.**
- c. DMN PM to produce budgets for the works in 2 above with recommendations for the priorities**
- d. DMN PM to commence the Heritage Lottery Grant**
- e. DMN PM to explore other grants ie for heating, insulation etc.**
- f. Peoples Millions**
  - i. TTC made a submission & a response is due on the 16t August**
- g. DMN PM confirmed that TTC cannot make two grant applications for the same works at the same time. So we will not submit the Heritage Lottery Grant application until the outcome of the Peoples Millions application is known**
- h. DMN tabled the following**
  - i. Cheques record sheet**
  - ii. Budget sheets**
  - iii. Financial tracking sheets**