



Thomaby Town Council

Thomaby Town Hall Renovation Project Committee

MO20 – 14 November 2013

Location TTC Town Hall Office

Present Councillors Tina Large Ian Dalgarno Steve Walmsley David Nicholson (DMN
PM none voting)

Minutes By DMN Project Management Ltd

THRP – 13/23 Notice of meeting

The notice of convening the meeting was taken as read

THRP – 13/24 Apologies – to receive apologies for absence

Apologies received from Glenn Eastick & Sean Gowland

THRP – 13/25 Code of conduct: Declarations of interest

THRP – 13/26 Public Participation

No questions were received from the public

THRP – 13/27 Town hall Report from DMN Project Management Ltd follows

1 Current situation

- a. Town Hall and 3-9 Mandale Road
 - i. Fire escape at ground floor level through no 3 into the corridor between 3 & 5, exiting on Mandale Road
- b. Town Hall
 - i. Asbestos survey completed
 - ii. Some minor areas of asbestos discovered
 - iii. Report received

2 Next Phase

- a. DMN Project Management to produce budgets & schedule of works
- b. Planned works – Inside Town Hall
 - i. Construct new fire escape & modify the rear gates for fire escape use
 - ii. Build wall between Town Hall & 3 Mandale Rd
 - iii. Remove the temporary fire escape through 3 & 5 Mandale Road.
 - iv. New toilets on first floor

Signed.....Dated.....

- v. New kitchen on first floor
 - vi. Have the existing chimneys swept.
 - vii. Clean 5no rooms of the first floor and the circulation areas.
 - viii. Decorate the areas in vii above.
 - ix. New floor coverings in the areas in vii above.
 - x. Carry out the service alterations to create the TTC office and the meeting room in the mayor's parlour.
 - xi. Move TTC into the first floor office.
 - xii. Refurbish the old TTC office ready for occupation
 - xiii. Redecorate/refurbish the ground floor toilets.
 - xiv. New door access control system to be installed
 - xv. New arrangement for post to be sorted.
- c. 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. Letter sent to NWA chasing progress
 - ii. Replace the lead water supply pipe
 - iii. Arrange for new gas supply to new boiler

Tenants

- d. Masters
- i. No issues
 - ii. They are looking forward to moving into the extra office as it will ease their management/storage issues. But can wait till works are completed
- e. 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
- f. New Tennant
- i. Possible new tenant looking for an office meeting 27 Nov

3 Current Problems

- a. Vermin
- i. Rat seen in fire escape corridor Rentokil have visited site & laid bait & a trap.
 - ii. We now have annual contract with Rentokil to cover the period of the works
 - iii. Rentokil have requested the air bricks are covered with a fine mesh and some holes plugged
- b. Slight flooding in the basement – see 2bi above
- c. Boiler now up & running & heating working

4 GLC and 3-9 Mandale Road

- a. GLC have planning for 3-9 Mandale Rd
- b. GLC are going to start at no 9, converting to student accommodation in the new year

THRP – 13/28 Town Hall Financial Report

1 Finances

- a. Financial update provided with incoming and outgoing expenditure for the period (sheet provided for main council)
- b. DMN PM to re-commence the Heritage Lottery Grant
- c. DMN PM to explore other grants ie for heating, insulation et
- d. New Insurance for 2013-2014 Erimus £3 826.00
 - i. Committee to propose to the Full Council to instruct Erimus to arrange the insurance cover.

THRP – 13/29 Councillors reports & Items for future agenda

None given

THRP – 13/30 Date of next meeting

To be advised

Meeting Closed