AGENDA ITEM NO: 11

NOTES OF MEETING WITH ORME TO PROCEED TO

AND INCLUDING STAGE 4 HELD ON 3RD SEPTEMBER 2019

PRESENT: Councillor P. Goater

L. Ruff – Clerk

County and District Councillor Leyshon

Sue Crowley – Library Service

E. Medlicott and J. Ellis – Orme Architects

Orme would submit a revised fee proposal to the end of Stage 4 for Option 2 as discussed including being the Principal Designer in accordance with CDM regulations. They would produce boards to use at a public presentation/consultation at the end of Stage 3 when the detailed design had been drawn up. This would ensure that members and others were in approval with the proposals before the specification documents were prepared for tendering.

Points agreed for detailed design of Option 2 -

* wall between 2 offices on ground floor to be removed and replaced with a sound insulated fold up door (if only part of the wall was removed the costs would not reduce much and removing it completely would allow for better use of the space and not creating any blind spots)
* male toilet to become a storage area for library books
* disabled toilet to be unisex/disabled toilet and female toilets to become 1 unisex/baby changing toilet
* toilets to be lockable
* sloping floors to be addressed
* new wooden door at front entrance to be moved to outside edge of porch and doors at bottom of stairs to be upgraded

- 18 -

* new doors to reception area to be easy to open
* main side entrance to be altered to give better flow in and around the building – remove door to library/JW Room, possible creation of a separate lift lobby – consult Building Control
* lobby area at front of building on 1st floor and kitchen to be used by library staff for morning, lunch and afternoon breaks
* the fire strategy would be key to the alterations.

The Clerk explained that the tender process would need to be done through the office and herself. Cave Builders would be included in the tender list. The invitation to tender would need to be advertised on Contracts Finder website, in the local newspaper etc.

- 19 -