

NORMANTON TOWN COUNCIL
MINUTES OF A MEETING OF THE PROPERTY MANAGEMENT COMMITTEE
Held on Wednesday 3rd November 2021 at 6.00pm at Normanton Town Hall.

Present: Councillor E Blezard – Vice-Chairman
Councillor G Cheesbrough
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor J Medford
Councillor K Wilson, JP

D Johnston – Town Clerk & RFO
T Howe – Quantity Surveyor/Project Manager
D Rowley – Architect/Project Manager

Absent: Councillor A Bones
Councillor H Jones
Councillor A Moran

17. Apologies for Absence

The Chairman welcomed everyone to the meeting.

Apologies were received from Councillor A Moran.

Apologies were received and reasons approved on behalf of Councillors A Bones and H Jones.

18. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

19. Minutes

RESOLVED that the minutes of a meeting of the Property Management Committee held on Thursday 30th September 2021 (Minute Numbers 8-16; Pages 4-6) be received and the contents contained therein be approved.

The minutes were duly signed by the Chairman.

20. Town Hall Refurbishment

The Project Managers were in attendance to provide an update and answer any questions regarding the proposed works and tendering process.

It was reported that nine tenders had been received and the lowest four had been compared in detail by the Project Managers. Further detail was being obtained to enable a fair comparison to be made.

Members were reminded of the principal aims of the project which were to:

- Improve access for the disabled by installing a wheelchair accessible ramp to the front door, automatic entrance doors, accessible toilets on both floors and a lift allowing access to the first floor.
- Make alterations within the building to accommodate a wider range of uses by updating the office spaces, replacing inefficient windows, additional kitchen and tea making facilities, new reception space, servery area for events, additional toilet facilities, improved access to the basement, heating and ventilation in the basement for storage purposes, improved security measures, replacement of doors, update of heating and electrical installations, replace floor coverings and decorations, install new curtains and blinds.
- Update the mechanical and electrical installations by disconnecting from the central heating and providing independent control, thermostatically controlled heating in each room, comfort cooling in upstairs rooms, low energy lighting, new power points, extend the fire detection and alarm systems, provision of new plumbing to kitchens and toilets.

Other works which were not included in the main tender contract would also include:

- Blinds and curtains
- Carpets (excluding carpet tiles for the offices)
- Supply of feature lighting
- Kitchen appliances
- Loose furniture
- Data cabling and trunking

Members enquired about the ways in which the refurbishment tackled the carbon footprint of the building:

- Low energy light fittings
- Replacement windows to prevent heat loss
- Separation from the old Gas Central heating system
- Electrical heating with thermostatic controls for each room.
- Heating control system to ensure heating is only used when required.

It was suggested that WMDC could be approached to ensure that the roof space is properly insulated.

Members discussed the payment process for the refurbishment. It was reported that the Project Managers would sign off each section of the work and agree the value of the works up to that point. Payments would be payable 28 days after being signed off. There would be a 5% retention of which half would be retained for a period of twelve months to ensure that the work was satisfactory.

It was reported that this would be a fixed price contract and would feature penalties for exceeding the timescales agreed.

Members discussed parking for contractors, and it was agreed to raise this with District Councillors for their support and assistance.

It was suggested that details should be obtained on the likely procedure to release anyone trapped in the lift and that service contracts should be set up to ensure routine maintenance is carried out.

A report was presented on the financial implications of the project which was expected to be in the region of £422,000 for the main contract. It was reported that sufficient funds were available from earmarked reserves and potential budget savings from 2021/22. It was further reported that General Reserves could be reduced by a further £74,000 for any additional works. The project was affordable from existing resources without the need to apply for a loan or increase the precept.

It was suggested that the Project Managers should interview the two lowest tenders (Company 8 and Company 5) to obtain further detail on their proposals.

RESOLVED that the report be received and that interviews are held with Company 8 and Company 5.