

NOTES OF THE ADWG 05 NOVEMBER 2020

Present Carol Harris (Town Clerk), Cllr Margaret Kiloh, Cllr Glenna Favell, Cllr Hazel Sharman, Stephan Gray, Mark Anderson (architect)

1 PWLB loan

- 1.1 The Town Clerk reported that there was no new information on PWLB loan rates. Before applying for a loan the Town Council must obtain all necessary permissions and prepare a report for SSALC consultation process which was undertaken.
- 1.2 Stephen Gray reported that he had submitted an application for listed building consent for work with regard to the wheelchair access WC and the under-stairs WC. This was classified as minor amendment to existing consent and there should be a decision in five weeks' time.
- 1.3 He has also submitted an application for planning and listed building consent for installation of a wheelchair lift, alterations to the front porch and resurfacing and regrading of the front driveway.
- 1.4 In order to ensure that there are no problems regarding conditions included in the existing planning consent Mark Anderson will submit an application for alterations to the planned works.

2 Timing of Works

- 2.1 The Town Clerk reported that she had not yet heard from Blade Consulting regarding further queries and the sending of a letter of intent to Vulcan Ellis.
- 2.2 Mark Anderson agreed to review costings with Stephen O'Regan. Information regarding the electric heating scheme and a programme of works should be requested from the contractor and the M and E engineer should be involved in discussions.
- 2.3 The most likely time for contractors to be able to begin the works is after the trade Christmas holiday.
- 2.4 Exterior work could be delayed by winter weather.
- 2.5 A late start would mean that the regrading and resurfacing of the front drive would not be completed before the museum opening.
- 2.6 The Council has promised to give the ground floor tenant 3 months' notice of the need to vacate the premises. Two of the first-floor tenants have terminated their contact and Council staff and others will work from home. If notice is given now this means that internal works could not start before February 6th.
- 2.7 Mark Anderson agreed to discuss these issues with the contractors and report back.
- 2.8 Other outstanding issues include an update on health and safety, involvement of a structural engineer and archaeological monitoring.

3 Historic England Grant

- 3.1 BTC has received an Application Form and Guidelines from Historic England. The grant application must be made by November 27th and be based on the original EOI.
- 3.2 As the Council does not have a copy of the online application the Town Clerk agreed to ask for a copy from Historic England
- 3.3 Mark Anderson is familiar with the requirements of the application process and is able to undertake the role of professional adviser and to supply the necessary information.
- 3.4 He will report back to the ADWG and oversee the submission of the application.