

Almonry Development Working Group

Notes from meeting with John D Clarke Architects on 23 Sep 2019
to confirm all Consultant fees, agree detailed brief and scope of work

Present:

John D Clarke Architects - Mark Anderson and Ciaran Andrews

Blade Consulting – Darren Dangerfield

Battle Town Council - Cllrs Favell and M Kiloh

There were two amendments to the **pre-tender project programme**:

An additional meeting was requested by BTC following Action 13 - update cost forecast;

The timeline for Action 20 – Quantity Surveyor review, scope of work etc., extended from end of December to beginning of January (this will not affect the tender process).

Following the F&GP meeting, there were amendments to the **detailed brief**:

- 5 The partition between the kitchenette and the meeting space will be kept;
- 6 High level of acoustic separation is required. Movable glass panels can afford privacy using coloured/patterned opacity. (This can be an option on the tender document);
- 9 A survey will be needed to confirm the viability of the various options that were discussed on site regarding access to the building by people with reduced mobility. A ramp from the road to the entrance porch could be from either the pedestrian entrance or the vehicular entrance, depending on levels. A long ramp between the Arbour and the Museum would provide access to the Arbour and lower garden. This ramp would also facilitate a ramp along the back of the Almonry building to access the courtyard and Community Area;
- 10 A gallery was considered unnecessary by F&GP, so a full length window with one-way glass was requested. However, a gallery may be useful for the provision of a lift to the first floor for visitors with reduced mobility, so this will be offered as an option;
- 12 A ramp and covered way to the rear, linked to museum is not required at the moment, but a separate costing would be requested. A public entrance via the side passage into the garden is not required. The repair and restoration of the outbuilding is not required;
- 15 Audio-visual system – F&GP requested a projector and retractable screen in the Council Chamber (currently the Council office). However, it was suggested that a screen in the Community Area would be beneficial to accommodate overflow from meetings etc;
- 18A F&GP request that only 6,7,8 and 9 are required as the other items will be undertaken by BTC ready for winter;
- 18B All items to be included;
- 18C All items to be included;
- 18D These items were considered by F&GP not to be necessary. However, it was suggested that item 1 may be needed, depending upon the access ramps;
- 18E Items 1,4 & 5 were requested, assuming that items 7 & 8 were covered under 14 and 13 above. However, it was recommended that an additional separate cost would be requested for item 2 - to replace the mismatched leaded windows;
- 18M These items of routine maintenance were not required by F&GP.

The **consultant fees** were discussed.

Two M&E Consultants had provided quotes that were higher than expected. A third Consultant will be chased for a quote.

John D Clarke will work to provide professional services within the total of £47,500 for fees for the Architect, Quantity Surveyor, Structural Engineer, M&E and CDM. Written instruction to go ahead is required in order to keep to the timetable.

However, a Geo-technical Survey (estimated at £3,500), an Asbestos Survey (estimated at £1,500) and an Archaeology Survey (estimated at £750 for a desk-top survey) are required.

It was felt that the cost of the Asbestos Survey should be paid from the Almonry Maintenance budget as this was listed under the Urgent Repairs – item 10 – agreed by F&GP on 17th September.

Funds will need to be found to pay for the Geo-technical Survey and the Archaeology Survey.

This will be summarised in an email from John D Clarke Architects.

In response to an email request from Cllr Brown, measurements of three rooms were calculated as follows:

Meeting room	18.4 m ²	(excludes lobby and through access)
Area for the public	11.3 m ²	
BTC office	28 m ²	