Present: Cllrs G Favell (Chairman), B Brown, M Kiloh, A Russell, H Sharman, L Samms and D Wheeler.

In Attendance: C Harris (Town Clerk) and three members of the public.

Public Question Time
Queries were raised in relation to when the reviews of the Almonry development project would be undertaken; when the results would be communicated to residents and, if comments are to be received at the Parish Assembly, that there would be no works contracted prior to this event. The Chairman confirmed that the reassessments of the project will be undertaken at each key cost forecast, as agreed at the previous meeting, and that communication would be undertaken, if not before, at the Parish Assembly.

Appreciation of the considerable amount of work undertaken on this project had raised further comments: why the reassessment chart shows £600k plus 5%; suggestions of separate entrance for disabled access could be discriminatory; no consideration of previously submitted proposals had been undertaken by the Almonry Development Working Group; and attachment of his previous note to the meeting had been omitted. The Clerk was asked to respond personally.

Members were asked to consider the proposed level access route carefully and to ensure that the toilet is fully accessible to all.

1. Apologies for absence – Cllrs V Cook, C Davies, J Gyngell, C Would.  
Cllr M Holmes was absent.

2. Disclosure of interest – None.

3. Minutes of the Council meeting held on 15 October 2019 were agreed, subject to clarification at item 5 “Cllr Cook reported on the planning application for a spine road at Blackfriars. She confirmed that this was considered as on outline for up to 220 homes with cycle pathways and good pedestrian access to the railway station.”, and duly signed by Cllr Favell.

4. Almonry Development Project
• The draft notes from the Almonry Development Working Group meeting held earlier in the day had been circulated, as attached. It was agreed that the south wing should be referred to as ‘rebuild’, not reinstatement. The process for reassessment was agreed as attached. Additional items had been identified for consideration. A fully itemised Cost Plan will be produced to show repair, renew and rebuild options. The ADWG had considered the eight proposals submitted by JD Clarke Architects and had made recommendations. These were agreed:
  o Screens submitted for the current Council Chamber were not appropriate. It was agreed that these should be of heritage style; acoustic; and switchable. It was suggested that the Architects research Ionglass.co.uk
  o The detritus from floor joists be removed; with material sifted for any items of historical interest.
  o The roof insulation to be cost efficient.
  o Cost of suggested stonework survey was inappropriate and DBR Southern be asked to carry out a free survey at the appropriate time.
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- Flooring in the current Council Chamber, public area and beyond (where the walls will be removed) should be as indicated on the plans per the architect’s recommendation.
- A microscreed floor finish in the community area.
- Revised drawing to include an additional lettable office space and a glazed screen in the Town Clerk’s office.
- The opening into Western Avenue to be filled in.

In relation to **electrics and plumbing**, Carnell Warren Associates, surveyors had made thirteen recommendations which were considered by the ADWG:

1. Allowance for relocating the gas meter should be made.
2. Existing boilers to be replaced.
3. Plate heat exchanger installed to protect boilers.
4. Allowance for modification to existing electrical and mechanical services to allow new layouts.
5. Emergency fittings to be installed in means of escape.
7. Existing pipework to be flushed pressure tested and treated.
8. New services to new layouts.
9. Existing electrical services tested for open ends.
10. Appropriate junction boxes installed throughout.
11. New electrical service to platform lift.
12. New heating pipework and associated radiators throughout to allow balancing of system and better heating control.
13. New electrical services throughout to allow for better cabling, low smoke and fire, LED lighting and RCBO circuits.

**ADWG proposed:** to accept item 1-10; that item 11 was not required; and items 12 and 13 were essential for public safety. These were agreed.

In relation to **audio visual** items, **Members agreed:**

- A retractable projection screen in the community area;
- No screen was required in the current Council Chamber;
- No audio system in the current Council Chamber;
- Hearing loop in all public areas;
- Guest wifi in public areas: not in leased offices;
- Data cabling for community areas to allow for interactive equipment and exhibitions;
- A simple and secure CCTV door entry system to provide security without being a barrier to visitors.
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- **External accessibility**
  Two designs had been produced by JD Clarke Architects: one that focused on a redesign of the front vehicular access and garden to facilitate a double slope; the other allowing access from Western Avenue with level pathways to both the rebuilt south wing and front garden. Members discussed the proposals in detail. It was felt that the first option was not in keeping with the heritage building. Members agreed the access from Western Avenue across the back of the building as far as the Museum should be included in the cost forecast. Additionally, a window on the south side of the porch to be removed, a doorway made and a portable ramp supplied and automatic glass doors to be fitted to the two doors on the porch to keep the heat in.

5. **Future agenda items / matters to note**
   - To approve Battle Neighbourhood Plan

6. **Date of next meeting: Tuesday, 19 November 2019**

   There being no further business the meeting closed at 8.50pm

   CLLR G FAVELL
   CHAIRMAN