

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Coach House
on Thursday 20th June 2018 at 8.00am

Chairman: Cllr A Adshead
Vice Chairman: Cllr J Devlin
Councillors: J Clark, C Roberts, M Roessler, G Talbot, A Talboys

Also in attendance the Town Clerk

20. Apologies for absence

Apologies were received from Cllrs Dear, Moore, Tomlin and Tutton

21. Declarations of interest

None.

22. Public Participation session with respect to items on the Agenda and other matters that are of mutual interest.

There were none.

23. Minutes of the Finance & GP Committee meeting held on 7th June 2018

Members received and considered the minutes of the meeting held on Thursday 7th June.

Resolved: that the minutes of the meeting held on 7th June 2018 be approved as a correct record and signed by the Chairman.

24. Chantry Way Centre

Members received and considered the following:

(a) Revised internal layout which had been amended following member's suggestions. Cllr Adshead explained the design revisions and said that the lavatories are now at the back on the ground floor as requested, so the corridors have been widened to 2m to accommodate two way hall traffic to and from the lavatories. There is also now a fire exit in the office. It was noted that the parking was laid out differently to leave unblocked access to the main door. Having a window in the office was discussed and it was agreed to ask Ingleton Wood to put one in, which may mean moving the office toilet to the other side immediately behind the office door. The kitchen in the office was also discussed and it was agreed this could just be an area with a sink and tea making facilities to save space. The amount of desk space in the office was felt not to be too much of an issue as there is space upstairs which can be utilised for staff in the future.

The size of the meeting rooms on the first floor was discussed and whether three separate rooms plus a council chamber is required. Cllr Devlin suggested leaving the corridor with a door at each end, but amalgamate meeting rooms 1 and 2. They could then be made into two meeting rooms at a later stage if there was a need. Members were reminded that the Council chamber would also be available for hire when not in use for those requiring a larger room. Following discussion and consideration of the point that smaller meeting rooms are sought after it was agreed to leave the configuration as is.

The steel staircase is to be open which will let light into the building, but members had concerns that the lift shaft will block it. Ingleton Wood are to be asked if there is any way of including glass in the lift design to increase light flow through the building. The desk can also be removed from the Community Hub area to free up space for displays. Access Control was discussed and on the first floor one would be needed at the top of the stairs only. Downstairs it will be required on the hall and into the corridor past the offices.

Cllr Devlin has concerns about whether there will be restricted views when seated at the back of the hall. Ingleton Wood are to be asked whether the floor of the council chamber will impede the view of someone sitting at the back.

(b) Evidence of public consultation is required for obtaining PWLB funding. Cllr Adshead said he feels this should take place as soon as practicable. Floor plans and elevations will be required for display boards and a list of potential uses can be compiled and presented to the public. An exhibition in the Coach House or library was considered, but Chantry Way was felt to be a good location as people can view the poor state of the current building. A representative from Ingleton Wood will need to be present as will Town Councillors. There will be information on the Council's website and social media regarding an online survey, contacts in local groups will be asked for feedback and also advertised in the Town Crier and possibly The Resident. Cllr Devlin proposed to members that the blue chairs from Chantry Centre are swapped with the ones currently in the Coach House, which all were in agreement with.

(c) the deed transferring the land adjoining the Chantry Way Centre from Kier Homes to the Town Council was considered. Members noted that there is a covenant not to build on the land without the consent of the Transferor. Cllr Adshead proposed that this deed is signed by the Council. Seconded by Cllr Roberts.

Recommendation: that the transfer deed be executed on behalf of the Council at the next full Council meeting which takes place on 26th July.

Resolved: **(i)** that the design queries and suggestions in (a) are fed back to Ingleton Wood, and; **(ii)** that in all other respects the above information is noted.

25. Questions from the Press and Public

There were none.

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 8.58am.

Chairman:..... Date: