

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Coach House on Thursday 8th November 2018 at 8.30am

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

Also in attendance Mr Amandeep Singh, Ingleton Wood and the Town Clerk

65. Apologies for absence

Apologies were received from Cllrs M Moore and F Tomlin

66. Declarations of interest

None.

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

There were none.

68. Minutes of the Finance & GP Committee meeting held on 1st November 2018

Members received and considered the minutes of the meeting held on Thursday 1st November 2018.

Resolved: that the minutes of the meeting held on 1st November 2018 be approved as a correct record and signed by the Chairman.

69. Chantry Way Centre

(a) Members considered a mood board provided by Ingleton Wood. This was to be used as a framework for deciding the Council's internal finish requirements for inclusion in the tender specification document. Therefore with regard to the tender the following was:

RESOLVED:

Flooring in main hall, hub, lobby area, corridors. To be vinyl wood effect heavy duty with acoustic properties (more expensive version).

Flooring in offices and meeting rooms. Carpet tiles (more expensive version).

Flooring in toilets/kitchen area. Slip resistant vinyl safety flooring (more expensive version).

Barrier matting/wall protection/stair nosings. As specified by Ingleton Wood on the mood board. The wall guards to be metal and painted the colour of the walls to blend in. A chair rail to be on the walls in the meeting rooms.

Exterior lighting - as specified by Ingleton Wood on the mood board. Bollards in front of building to prevent damage by cars. Lighting in the pathway up to the front door. Control of exterior lighting, i.e. photocell or timer is to be decided as the Council does not want to cause issues with neighbours.

Parking Bays - telescopic security posts to be manually controlled. Parking bays are to be tarmaced.

Paths - Block paving for path leading up to the building entrance. The material used at the sides and rear of the building is to be determined by Ingleton Wood as it only needs to be inexpensive, solid and accessible for utilities.

Trees/Hedges - accept recommendation from Ingleton Wood's arboricultural adviser

Doors - internal - specify plastic strips on hinge side to stop fingers being trapped. All doors to be compliant with disability legislation. Two to be automatic.

Suspended Ceiling. 3 types had been suggested by Ingleton Wood for use in different areas. However members wanted a larger photograph/picture to get a better idea of what they look like. Cllr Devlin also requested that Ingleton Wood provide details of a building in London with a suspended acoustic ceiling which members could privately visit to view.

Lighting - must be easily replaceable. Lighting in stage area has been included in the tender specification and will be discussed by members at a later meeting.

Kitchen - units to be heavy duty and to the standards used in the catering industry (more expensive option).

Toilets - as specified by Ingleton Wood. The hand driers in the toilets are to be the latest models.

(b) Room data sheets. Members viewed plans showing the location of power sockets and the position of lighting. These were approved, however the addition of more sockets on walls without them was requested.

70. Consideration of Material for Press Release/Social Media

None.

71. Questions from the Press and Public

There were none.

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 9.36am.

Chairman:..... Date: