



Bletchley and Fenny Stratford Town Council

the existing community centre to the new pavilion
vii to engage with the community in Newton Leys to ensure that they are consulted and involved in the arrangements and to prepare plans for publicising the use of the new facilities

It was further agreed to continue meeting at 6.30 pm and the following dates from the Council's annual calendar of meetings were noted:

Committee

29 May 2018	Newton Leys Pavilion Committee	BFSTC Office
26 June 2018	Newton Leys Pavilion Committee - Cancelled	Bletchley Library
5 th July 2018	Newton Leys Pavilion Committee	Bletchley Library
28 August 2018	Newton Leys Pavilion Committee	Bletchley Library
25 September 2018	Newton Leys Pavilion Committee	Bletchley Library
23 October 2018	Newton Leys Pavilion Committee	Bletchley Library
27 November 2018	Newton Leys Pavilion Committee	Bletchley Library
29 January 2019	Newton Leys Pavilion Committee	Bletchley Library
26 February 2019	Newton Leys Pavilion Committee	Bletchley Library
26 March 2019	Newton Leys Pavilion Committee	Bletchley Library
23 April 2019	Newton Leys Pavilion Committee	Bletchley Library

No anticipated changes to the timeline for the project were reported although the Clerk noted that the S106 Officer of Milton Keynes Council had a very onerous portfolio of work and delays might arise in the handover of the building due to delays at MKC although this was not definitely known. The Clerk confirmed that the Town Council would be using Geoffrey Leaver LLP as their legal representatives for the transfer of the property.

NLBC18/19-06

Finishes and Colours

Members reviewed the mood board and finishes photographs and Richard Jones explained why different options were proposed. Members noted that a bright, modern, warm and practical colour scheme had been chosen with accent colours from walls and sound baffle boards. The finishes in each room were discussed in some detail and it was **RESOLVED** to approve all finishes including the ironmongery samples, skirtings, door finishes, window boards, door frames and architraves and window types according to the finishes board and the photographs.

NLBC18/19-07

Kitchen Design

A revised kitchen design with one wall cabinet removed from the previously agreed design was discussed and approved. It was confirmed that BFSTC would fund a dishwasher, fridge and freezer separately but that a fan oven and



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ceramic hob with extractor would be provided and installed by the fitters as shown in the Howdens quotation circulated. It was **RESOLVED** to recommend to full council that a sum of £1,552.95 which represented the overspend on the original sum of £5,000 allowed for the kitchen should be deducted from the S106 contribution.

Clerk

NLBC18/19-08

There followed discussion of electrical socket positions for the kitchen which were marked up and agreed on a drawing given to Concept. It was noted that the building would be served by 110 ABA full supply and that the electrical supplier had requested information about likely electrical consumption. It was **RESOLVED** that additional sockets of sufficient capacity to support sound and lighting equipment, mobile bar etc for events in the community hall and sports hall would be included in the shared storage area (Room 11).

AP, Concept

Clerk

NLBC18/19-09

Mechanical and Electrical Room layouts

Members reviewed the M&E room layouts and continued to discuss layout of power and data point. No further changes were proposed to the existing arrangements.

NLBC18/19-10

Signage Proposals

Members reviewed proposals for signage including a large building mounted sign to be affixed to the parapet above the main entrance on the west elevation (sign type 1), a smaller building mounted panel sign to be affixed next to the external doors changing rooms (sign type 2) and a free-standing post and panel sign (sign type 3) proposed for the area of soft landscaping facing south west towards Galapagos Grove. Members of the committee found the font used (Cambria) and colours proposed were in keeping with the building. It was agreed that a second free-standing post and panel sign was needed so that there would be signs of this type at both ends of the landscaping on site and that a car parking direction indication might need to be added to the post and panel signs on an additional panel.

NLBC18/19-11

The committee agreed that signage was a sensitive issue and it was **RESOLVED** to refer approval of the signage to Full Council who would also be asked to consider whether the BFSTC logo should be included on the signage. It was agreed that Richard Jones would prepare a design including the logo for the council to consider. Andrew Page reminded the committee that decisions would need to be made about signage in a timely way in order to permit requests for planning permission to be considered.

Clerk

RJ, Synergy

NLBC18/19-12

Fire alarm, telephone lines, red care and fibre connections

The chair confirmed that the council's IT working group was currently assessing and recommending changes to the council's IT provision across all council sites. It was likely that Newton Leys would become the Town Council's disaster recovery site. All members of the committee agreed that it was important to provide the best quality internet connection with high speeds for the building for this reason but more importantly to meet the needs of the regular building users. The Town Council would need to nominate a fibre provider and was currently working with its IT support contractor to explore the best options for the site.

Following discussions of alarm it was **RESOLVED** to recommend to full council that a fire alarm red care link (excluding incoming red care line by end user)

Clerk



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should be installed at a cost of £2,559.25 which should be deducted from the lump sum for fit out in the S106 contribution.

NLBC18/19-13

Defibrillator

As previously discussed provision had been made in the specification for power for a defibrillator (fuse spur inside plant room with hole in the wall for subsequent wiring by Town Council contractors). It was **RESOLVED** to recommend to full council that the cost of this fuse spur (£263.38) should be deducted from the S106 sum.

Clerk

NLBC18/19-14

Car Parking

The committee discussed a sketch and photographs relating to installation of a knee rail around the car park and introduction of a lockable metal entry barrier (manual not automatic) both previously proposed to prevent incursions onto the playing field area. Anticipated cost for wooden knee rail was £2,859.50 and for the metal car park gate was £2,042.50. Following discussion of the maintenance and implications of a wooden knee rail it was **RESOLVED** to recommend to full council that the car park gate only should be installed in the first instance. It was agreed that the Town Council would be invoiced direct for this item which would not be deducted from the S106 lump sum. It was also agreed that the knee rail would be included in any planning permission application for boundary treatments so that it could be installed at a later date if necessary.

Clerk

NLBC18/19-15

Fire extinguishers and fire risk assessment

The fire risk assessment would be prepared in due course as building work progressed but it was agreed that at this stage the Clerk would seek advice from the Town Council's H&S advisors on a suitable fire extinguisher plan based on the drawings.

Clerk

NLBC18/19-16

Shelving and patressing

The committee discussed the construction of the internal walls which were of two types and noted that shelving etc could easily be affixed to the block work walls but that any stud framed walls needed additional lining to accommodate fixings. No recommendations were made for provision for known fixings at this stage.

It was agreed that the electrical charging point in the car park should be the black version and should be the GPRS version to allow MKC to bill the public for using the point.

AP, Concept

A lockable letter box was required and Andrew Page agreed to ensure this was included.

AP, Concept

Members noted the positioning of the heating and cooling controls. The change to the specification for the changing rooms which had been necessary to comply with building regulations and which had been agreed by email was confirmed. Members were reminded that there was no ceiling in the plant room and that the external condensers would be in a cage by the general store.

The door entry system was discussed briefly and it was agreed that the technical details of a call and response/fob system would be discussed at a later date.



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NLBC18/19-17

Playing Fields

The Clerk advised that MK Council had confirmed her understanding that the playing fields would be transferred as a “package” with the Pavilion building as the two facilities clearly went together however the timing of the transfers was not clear. It was not known when the fields were likely to be in a fit state to be played on. It was agreed that more information was needed and the clerk agreed to contact Neil Laws and Colin Radford to progress matters.

Clerk

NLBC18/19-18

Business plan and transitional arrangements

The Clerk noted that development of the business model and transitional arrangements was now a matter of urgency and assuming that revised terms of reference were agreed by full council would come within the scope of this committee. It was agreed to discuss this further at the next meeting.

Committee

It was confirmed that Concept/TW would provide the Town Council with appropriate documentation at handover including the owner’s manual and as built drawings.

The meeting closed at 7.40 pm

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Approved by Chairman
29 May 2018