

## ASHBOURNE TOWN COUNCIL

### Minutes of the Meeting of Ashbourne Town Council held on Thursday 12 October 2017 in the Council Chamber, Town Hall, Ashbourne.

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**Present:** Cllrs: A. Bates; Mrs D Brown; S. Clayton; Mrs J Harris; N. Harris; Mrs S Spencer and M. Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk; The Architect

**C/17/1730 To consider accepting apologies for absence:**

It was agreed to note apologies from Cllr's I Bates; Mrs S Bull; Mrs C Cooper; A. Golding; D Moon and Mrs A Smith

**C/17/1731 Variation of Order of Business**

None.

**C/17/1732 Declaration of Members Interests**

None.

**C/17/1733 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**

None.

**C/17/1734 Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)**

No members of the public were in attendance.

**Police Matters**

No police representative was in attendance.

**District Councillor comments**

Cllr Bull sent her apologies.

**C/17/1735 To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following item**

It was Proposed by Cllr Brown seconded by Cllr M Spencer and RESOLVED to exclude members of the press and public.

**C/17/1736 Presentation by Architect on the Professional Services associated with Tender Preparation and Project Management of works to the Town Hall Fascia**

Cllr Brown welcomed the Architect to the meeting and asked him to present his proposal to the Members. The Architect explained the background to the company and the proposal to administer the terms of the contract and the tender process. He explained the need for an independent Health and Safety Consultant which is included in the quotation separately.

The Architect's work would involve liaising with the DDDC Conservation Officer, weekly site visits to review the programme of works, financial and health and safety issues plus the tender process, certificates for work, administration and project management.

The architects discussed using a 'spider loop' to remove the netting and take rectified digital photographs of the fascia before putting the netting back in place.

Councillors asked about the preparation and brief stage; the Architect confirmed that this had been produced from the technical specification drawn up by the Stone Mason who they had worked with in the past. The Architect gave examples of other work that he had been involved in and Councillors asked if he had the capacity to take on this project, which he confirmed. He also confirmed that the best time to start the work would be spring due to the weather and materials used. The architect stated that they had allowed 21 weeks for the works to be carried out.

Councillors asked if it would be possible to cosmetically hide the scaffold, the Architect said that this would be possible with digital photography but this had not been costed into the proposal and he would forward the quotation to the Clerk. The Architect confirmed that there will be access to the building for the majority of the time.

Councillors asked about the caveated lump sum stated in the proposal; the architect said that it was similar to a contingency fund for un-known factors. The architect added that it was prudent to have 10-12% contingency funds available.

The meeting closed at 8.00pm

Chairman.....

Date.....