



Newmarket

T O W N C O U N C I L

**Minutes of a Meeting of the Memorial Hall Regeneration Committee
held on Tuesday, 12th February 2008 at 6.30 pm at the Memorial Hall, Newmarket**

Attendance :

Councillor C Turner
Councillor W Burch, Town Mayor (from 7.10 pm)
Councillor K Bovill
Councillor W Hirst
Councillor Jefferys

Also Present: Erika Jensen – Assistant to the Town Clerk, Rosemary Foreman – Minute Assistant, Mr Henry Martin – Specialist Advisor Hannah-Reed, 1 Member of the Press

Minute	Action by
<p>M/08/02/1 <u>APOLOGIES</u> Apologies were received from Councillor G Jaggard and Mr G Lambton.</p>	
<p>M/08/02/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.</p>	
<p>M/08/02/3 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON TUESDAY, 15th JANUARY 2008</u> Councillor Turner signed the minutes of the Memorial Hall Regeneration Committee meeting held on Tuesday, 15th January 2008, as a correct record.</p>	
<p>M/08/02/4 <u>MATTERS ARISING</u> M/08/01/7 – The Committee noted that a Yale lock had been fitted to the upstairs door leading to the Council Chambers, an additional strip light fitted in the Council Chambers and the foyer light switches moved out of the boiler room. The Go-Pack tables had also been ordered. M/08/01/10 – Town Clerk had written to a further building firm regarding outstanding works on the schedule of repairs and was awaiting a reply.</p>	
<p>M/08/02/5 <u>AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION RELATING TO ITEMS LISTED IN THE PUBLIC PART OF THE AGENDA ONLY</u> No members of the public were present.</p>	

M/08/02/6 **TO REVIEW THE JOHN'S PRACTICE PLANS FOR THE REFURBISHMENT OF THE MEMORIAL HALL**

Councillor Turner advised that the Committee needed to agree proposals to present to the full Council in order that a reply could be given to the John's Practice regarding their plans.

M/08/02/7 **TO RECEIVE A SPECIFICATION REPORT ON OPTIONS FOR THE REFURBISHMENT OF THE MEMORIAL HALL**

Councillor Turner presented a report prepared by Mr G Lambton, the Town Clerk, Assistant to the Town Clerk and himself setting out options for development and funding for the refurbishment of the Memorial Hall.

- 1 Development: Options included
 - (a) waiting for the private developer to find a suitable tenant for his project
 - (b) re-opening the tender process and inviting schemes
 - (c) demolishing the building and starting again
 - (d) using John's Practice plan, phasing it over a period of years
 - (e) seeking a private benefactor for £750,000
 - (f) employing a fundraiser to support NTC
 - (g) taking out loans from public works and/or FHDC for £500,000 each

- 2 Fundraising: Options included seeking funds from
 - (a) Community Arts & Sports – would need to show a need for an improved facility to promote arts and/or sports in the community
 - (b) Local Heritage – would need to improve the Hall to provide a place where people within the town could celebrate their own individual cultural heritage
 - (c) Energy Efficiency – would need to carry out an inspection to show the Hall is energy inefficient, calculating savings and benefits, then draw up a plan to make it more energy efficient by, for example, using more efficient insulation materials, electrical appliances, wiring, heating, etc
 - (d) Community Not-for-Profit Trust – would require FHDC permission and legal advice to create such a Trust. Advantage would be that more grants are available to Trusts than Councils; disadvantage would be loss of revenue to NTC generated by hire of the Hall.
 - (e) Capital improvements – available for both general capital improvements and improvements to town halls and community centres, such as Big Lottery Fund.

The Assistant to the Town Clerk advised that more than one type of grant could be applied for, such as Community Arts & Sports for improved stage lighting and sound equipment, Energy Efficiency for insulation materials, new heating boiler etc.

**Assistant to the
Town Clerk**

The Committee agreed that the best way forward was to proceed with the John's Practice scheme, at the same time leaving the private developer to pursue his project. The availability, timescales and cost of loans/contributions from Public Works, FHDC, SCC, ECDC and other bodies should be investigated immediately.

Cllr
Turner/Town
Clerk

There was a need to emphasise that the refurbishment was to create a community hall for use by the community, with a small part of the development to improve the Council's facilities, such as creating an office downstairs with public access.

As timescales needed to be set, both for applying for funding and the development of the project itself, it was agreed that an item to discuss this be placed on the agenda for the next meeting. The Committee agreed that help should be sought from SALC regarding other councils who had applied for loans and from the Lottery on how to improve future bids for funds.

Town Clerk

Mr Martin advised that the John's Practice scheme would take 18-24 months to design and build, with the first 6-9 months (design stage) taking up approximately 10% of the budget. The project could therefore be started and further funds raised while quotes were sought from contractors.

It was agreed that the John's Practice plans for the project should be on display in the Council Chamber for the next meeting of the Town Council.

Town Clerk

M/08/02/7.01 Recommendation

That NTC remain committed to a thorough refurbishment of the Memorial Hall and look at accessing funding from a variety of sources including a public Works Loan.

Councillor Burch joined the meeting.

M/08/02/8 TO RECEIVE AN UPDATE ON THE HIRE OF TABLES & CHAIRS

The Committee noted that FHDC Officer Andy Killin had undertaken a stock check of the tables and chairs and had asked for details and costs to NTC of the hire arrangement. As it was unlikely that NTC held such records, Councillor Hirst offered to pursue this matter with FHDC Finance Department.

Cllr Hirst

The member of the Press left the meeting.

M/08/02/9 **UPDATE ON SCHEDULE OF REPAIRS**

The Assistant to the Town Clerk reported that the contractor had identified various works which needed to be carried out and, after discussion, the following recommendations were agreed:

M/08/02/9.01 Recommendation

That quotes be sought from fire alarm specialists to check the fire system.

Discussion also took place regarding a secure entry system for the Hall and the following recommendation was agreed:

M/08/02/9.02 Recommendation

That keys to the Yale lock on the inside foyer door be provided to all Councillors and office staff.

M/08/02/10 **DATE OF NEXT MEETING**

Tuesday, 11th March 2008 at 6.30 pm.

The meeting closed at 7.30 pm.

Signed: _____

Date: _____

Advised EJ to proceed with quotes

Town Clerk