

**Minutes of the Caretaker House Committee on Monday 25<sup>th</sup> September 2023 in the Memorial Hall at 7.00pm**

**Present:** Mayor Cllr ES Evans, Deputy Mayor Cllr BS Sehmi, Cllr DJ Griffiths, Cllr JT Jeremy, Cllr FD John, Cllr B Lloyd, Cllr RJ Thornton, Cllr S Williams & S Mann (Clerk).

**5 Apologies for Absence:** Cllrs B Price & C Plant (Leave).

**6 Declarations of Interest:** Members were requested to identify any declarations of personal or prejudicial interests that they might have in relation to items on the agenda.

Cllr S Williams declared a personal interest in item 3.1.2.

**7 Confirmation of Minutes** for: Meeting of the Caretaker House Committee on Monday 20<sup>th</sup> March 2023 – agreed.

**8 Matters Arising**

8.1 Caretaker House Refurbishment of City Hall: Architects proposals following initial engagement meetings that took place earlier this year & included for council consideration at its 4<sup>th</sup> September Meeting.

8.1.1 Pembroke Design – *see below*

8.1.2 Harries Design Management – *see below*

8.2 Redevelopment of Caretaker House and City Hall: Documents as prepared by Cllr BS Sehmi.

8.2.1 Ground Floor Plan – Sketch 01

8.2.2 First Floor Plan – Sketch 02

8.2.3 Section – Sketch 03

8.2.4 Brief – *see below*

8.2.5 Fee Proposals – *see below*

The meeting thanked Cllr Sehmi for the considerable amount of time and work given by him in preparing sketches (3.2.1, 3.2.2 & 3.2.3). The meeting agreed substantially with the sketches prepared as a template for the development going forward and made the following observations for consideration when the development reaches the design stage:

- a) Ground floor – to remove the conifer tree beside the brick wall
- b) Ground floor – access to be provided to the public toilets
- c) Ground floor – new boiler to be located opposite W.C.
- d) Ground floor – retail spaces at frontage of City Hall replacing existing library, Siop y Bobol & Caretaker House
- e) Ground floor – existing Siop y Bobol blocked door to be opened.

- f) First floor – balcony to consist of “open plan” library & Siop y Bobol – Clerk to obtain guidance in respect of library service framework.
- g) First floor – fire-proof office store above kitchen
- h) First floor – City Hall ceiling (see plan included in brief)
- 9 Consideration for a Design and Build Package for the Project.

It is considered the D&B route typically offers a 33% saving on the overall project.

The meeting agreed to defer items 3.1.1, 3.1.2, 3.2.4, 3.2.5 & 4 to be included on the next meeting’s agenda on Monday 23<sup>rd</sup> October 2023 in order that a full and final recommendation can be made to full council as soon as possible after that date.

There being no further business the meeting closed at 8.20pm

Signed .....

Date .....

Chair