

## **Note for Southwold Town Council**

### **Agenda Item 11 Town Council Meeting 11<sup>th</sup> December 2018**

#### **Town Hall accessibility and refurbishment works**

Following the decline of the tenders submitted for the planned works at the Town Hall, Cllr Palmer and the Town Clerk met with the architect Mr B Haward. The architect was asked to consider the options for a reduction in the programme of works for 2018/19 and the possibility of phasing further works in subsequent budgets.

The architect advises as follows:

“Following our meeting on the 26<sup>th</sup> November 2018 I confirm you have requested me to review the potential of phasing the works in a way which does not preclude the ultimate aim of securing a lift access to the Council Chamber on the first floor.

The phasing prior to and not precluding the option to install a lift is to include the re-ordering of the secretariat in the front section of the Town Hall building, to refurbish the toilets making provision for a single and a disabled access toilet and to provide a tea point. The option of an outside lift is also to be explored.

To carry out this exercise with a view of establishing the ‘pros and cons’ of various approaches would incur professional charges in the sum of £1,500.00 exclusive of value added tax.”

Professional fees incurred from 2016 – 2018 to date on this project are in the region of £27k including outline planning/costs for design and planning, pre-planning advice, liaison with Design & Conservation Officer over the options available, procurement of the tender for works, assessment of the tenders received and associated reports to Council.

**Action** – Council to approve expenditure of £1,500 to enable the potential for the phasing of the works to be assessed.