

**OFFICE PROJECT
CONSTRUCTION WORKING GROUP
Friday 30 March 2007**

MINUTES

Present: Cllr Culver, Debbie Dixon, Graham Creasey, Kevin Butcher, Cllr Chettleburgh, Cllr Douglas, Victoria Morton, Malcolm Spriggs, Derek Streek, Debbie Cameron,

In attendance 3 members of the public were also in attendance

No.	ITEM	ACTION
1.	Apologies: Cllr Rodell, Jill Low	
2.	<p>Minutes and Actions from Last Meeting</p> <p>Cllr Chettleburgh has passed an invitation to the St Edmunds Residents group regarding sending a representative to these meetings.</p> <p>A link to the Considerate Constructors Scheme has been placed on the council's website.</p> <p>Main tree limb has been removed to Karen Hansen's workshop. Additional timber will be kept on site for use for an art project. Graham has asked Gordon to speak to Karen about this.</p> <p>Considerate Constructor scheme signage has been placed on the outside of the fabric covering the scaffolding at Bourne Hill.</p> <p>Cllr Chettleburgh has passed on the list of streets which received the FAQs to Victoria Morton.</p> <p>Graham has still to provide signage for the council grounds at Bourne Hill.</p>	Graham
3.	<p>Update from the Council</p> <p><u>High level programme of works</u></p> <ul style="list-style-type: none"> • The willow fence for the recycling centre is on order and should be due for completion by 18 May. The permanent gates will also be fitted at this time. Cllr Chettleburgh raised concerns over the watering schedule for the living willow fence. Graham will check the watering schedule with the Landscape Architect. It was acknowledged that the true potential of the recycling site will not be realised until it is fully finished. (Post meeting note: The fence is now in situ.) • Belle Vue Road entrance is complete and snagging works will be carried out along with the recycling centre works. • Tree pruning will be delayed until December although some will be required sooner to prevent damage from vehicles. • Scaffolding is being removed as the building is demolished. • An increased number of bricks have been salvaged (increase from 1,500 to 10,000) which will be reused on site for the hard landscaping and any repairs. All roof slates have also been salvaged. • The demolition is on target to be complete by mid May. • Discussions are ongoing regarding when the swimming pool site should be demolished. • Archaeologists have attended site during underpinning works. • Currently 2 lorries are being used per week (4 movements) 	Graham

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4.	<p>Briefing from Contractor Malcolm Spriggs gave an update on the current work on site.</p> <ul style="list-style-type: none"> • The lean-to in the courtyard area has been demolished. • Work is continuing (as listed above) on other demolition works. <p>Victoria Morton raised the following items:</p> <ul style="list-style-type: none"> • Work had carried on late one evening before Easter. Malcolm confirmed that this had been in order to complete the Belle Vue Road entrance in time for Easter. It was suggested that if there are any other reasons for late finishes, Malcolm or Kevin contact Victoria and let her know the reasons prior to the work commencing so that residents in the immediate area can be informed. Cllr Culver thanked Victoria for this offer. Cllr Chettleburgh suggested using courtesy slips to post through resident's doors. 	Malcolm/Kevin
6.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Councillor Culver announced that he will not be continuing as Resources Portfolio Holder after the election and that there would be a new chair for the next meeting. • It was agreed that the next meeting of this group would be re-arranged to allow the on-site Contracts Manager for Bluestone, Jon Gates, to attend. Debbie C will inform people of the new date, time and venue when this has been confirmed. (This will also be posted on the website) • Councillor Culver recorded his thanks to the Arts Centre for providing a venue for today's meeting. 	Debbie C
9	<p>Date of Future Meetings (2007)</p> <ul style="list-style-type: none"> • Next meeting to be re-arranged provisionally for 1 June. • Friday 29 June, 12noon – 2pm. White Room, Arts Centre. • Friday 27 July, 12noon – 2pm. White Room, Arts Centre. • Friday 24 August, 1pm – 3pm. City Hall, Meeting Room. • Friday 21 September, 12noon – 2pm. White Rm, Arts Centre • Friday 19 October, 12noon – 2pm. White Rm, Arts Centre • Friday 23 November, 12noon – 2pm. White Rm, Arts Centre • Friday 21 December, 12noon – 2pm. White Rm, Arts Centre 	

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