

## FLETTON HOUSE WORKING PARTY

Minutes of meeting held at the Courthouse on 13/10/2014

Present: Ann Fitzgerald; Gwen Radcliffe standing in for Terry Stagg.

1) Apologies – Paul King, Brian Pearson.

2 /3) Minutes of previous meeting & progress report

Courthouse marketing plan – one response received from agent

Meeting was held last week with DH, HS, GR,PK,AF to discuss day in the life of the building/operational issues

Brian Pearson has coordinated several lift quotes - all except one received. We will probably go for a 13 person traction lift with an evacuation upgrade

Construction contract likely to be close to budget after removing some mechanical ventilation except in kitchens and Wcs, all air con and VRF (heat recovery) equipment. Change involves some additional heating. Net saving should be available in next couple of days. Building Control has agreed to changes but M&E consultant warns that some rooms may overheat in the summer and only option will be to open windows.

Asbestos removal now complete - week earlier than due

Heads of terms for new licences/leases given to DH for consultation with solicitor

3) Courthouse

A number of options for dividing space have been considered. Further work needed.

4) Operational issues

Pricing for room hire

**GR 20 Oct**

Catering :Prepare tender docs

**AF/All end Nov**

5) AOB

Discussed progress with IT strategy. While accepted that main offices on first floor will have compartment trunking to allow any configuration of desks etc, decision made to have none on ground floor.

None