

1 ATTENDANCE

Emma Bellward	East Suffolk Council Project Manager
Darren Newman	East Suffolk Council Project Manager
Sarah Foote	Lowestoft Town Council Clerk
Paul Connew	Lowestoft Town Council Facilities Manager
Robin Townley	Marina Theatre Trust (zoom)
David Blyth	Marina Theatre Trust
Andy Gallant	Marina Theatre Trust
Hazel Clover	Marina Theatre Trust
Sam Vallerius	Marina Theatre
Ed Wilson	Foster Wilson Size
Mike Whitfield	Foster Wilson Size
John Riddell	Theatre Projects (Zoom)
Adrian Meconi	Beadmans
Ian Miller	Morton Partnership (zoom)
Henry Swan	HSProcurement (zoom)

Apologies

Jayne Earncliffe Earncliffe, Making Access Work

2.0 Procurement

2.1 Contractor Procurement

HS to produce a draft procurement plan for discussion	HS
HS to liaise on dates to discuss draft plan on a call (with LTC, BWF, FWS)	HS

2.2 Contractor Shortlist

HS said that there was not an issue with consultants approaching appropriate local contractors to gain interest for the tender	ALL
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3.0 Access

3.1 Stage 3 Access Review

EW said that the comments from the access review had been incorporated into the plans. It was discussed that the issue of Changing Places provision in the theatre had been raised with Building Control, and there was an understanding that it was not possible to provide a new changing places toilet in addition to the wheelchair accessible lift and new accessible toilets on each level due to the limited space available in the new link.
 FWS to check with JE any remaining comments on revised plans

FWS

3.2 Amended Drawings

EW presented the revised GA plans at the meeting
 (minor revisions to toilets to incorporate access review advice)

3.3 Stage Access

EW presented outline plans for backstage access. It was discussed that this element was outside of current scope as implementation would require major alterations and extension to the current dressing room block

JR said that a lesser option of a stage platform lift did not fundamentally solve the backstage access issue

FWS

FWS to check back stage stair for practicalities of adding a fold down wheelchair lift
 (checked after meeting - not enough width on stair or space for fold down platforms)

FWS

4.0 Surveys

- 4.1 Structural
IM said that he was chasing updated quotes and that these would be forwarded to LTC for approval MP
- 4.2 Services
TB said that the services requirements for investigation were included in the structural investigation package
- 4.3 Ecology
Ecology report to be commissioned shortly (as funding arrives) LTC
- 4.4 UXO
It was discussed that a meeting with the UXO specialists would be useful to understand the implications for the contract of the findings ESC
- 4.5 Asbestos
Requirements for intrusive asbestos survey by contractor as before
- 4.6 Construction Contractor Procurement
It was discussed that to keep the construction programme running on time, there would need to be a short-list of contractors in place ready to tender at the completion of Stage 4. SF said that they would appoint a consultant to help organise the tender and ensure that it followed procurement rules.
AM to liaise with LTC consultant on requirements for the contractor selection AM

5.0 Utilities

- 5.1 UKPN
TB said that UKPN were updating quote in light of Battery Green application and should be with MF shortly. MF to forward on receipt MF
EB asked what issue related to the Battery Green development, TB said that this was not unknown

6.0 Statutory Authorities

- 6.1 Planning
It was discussed that an advertising consent was likely to be required for the new signage and linear canopy advertising.
FWS to discuss with planners and submit details as required FWS
- 6.2 Building Control
FWS to discuss details with ESC Building Control further following finishes review

7.00 Cost

- 7.1 Mid Stage 4 Cost Check
All consultants to send their information to AM by 24th May ALL
AM to undertake cost check following next design team meeting (and confirmation of required finishes)
AM said that the current cost plan did not have room for any additional items, as necessary contingencies have been added that make up for any VAT rebate

8.00 CDM

- 8.1 Risk assessments
Designer's risk assessments are required All Design Team

9.00 Project Communication

- 9.1 Communications
It was agreed that EB would draft a communication plan for comment from Trustees
And LTC. EB also requested that the item remain on the agenda for future design
Team meetings as a discussion point EB

10.00 Action items of previous minutes outstanding

- 10.1 Design Team Appointments
EW said that FWS had received a signed contract from LTC and that back to back
sub-contractor contracts for the design team were being sent for agreement FWS

11.00 AOB

- 11.1 Drawing Issue
FWS to issue General Arrangement drawings to design team for mark-up
comments FWS

12.0 Next Meetings

- 12.1 Design Team Meetings

Friday 31stth May

11am to 1pm at the Marina Theatre

1.30pm - 3.30pm Finishes and detailed design review

Thursday 20th June

2pm to 3.45pm at the Marina Theatre

- 12.2 Cost Meeting (online)

Friday 14th May 2pm

Distribution

All present & apologies