

# Notes of a meeting held on Tuesday 23<sup>rd</sup> February 2021, to discuss the proposed refurbishment and improvement of the Reading Room, Church Road, Buxted.

Those Present

David Bysh – Chartered Surveyor

Beccy Macklen – Clerk to Parish Council

Claudine Feltham – Clerk to Parish Council

Vivienne Blandford – Chairman of Parish Council

James Roberts – Parish Council

John Rose – Parish Council

## 1) Purpose of the meeting

The meeting had been called to discuss the implications of the schedule of condition, dated January 2021, prepared by Mr David Bysh B.Sc. FRICS and agree an outline programme for the 'way forward'

## 2) Matters arising from the schedule

David Bysh advised that, following his initial inspection, it was confirmed that:

- The current provision of sanitary accommodation is in very poor condition and is not fit for purpose. It could be replaced with two dedicated, unisex disabled w.c cubicles.
- This would allow the re-planning of the entrance lobby, to improve circulation for users of the premises.
- The current male w.c area can be removed and the space utilised for a revised fire escape route from the main hall, subject to further survey work.
- The existing kitchen is not fit for purpose, is badly planned out and the number and position of doorways etc, make the space utilisation poor.
- The stage area requires further investigation, to confirm its construction and options to possibly reduce the floor level, to match the main hall.

## 3 Future options for the Building

Discussions covered the options for the hall and included:

- Disposal of the property and replacement of the facilities at an alternative site.
- Demolition and re-building on the existing site
- Consideration of expanding the potential use of the building and the users
- Refurbishment, to provide a multi-use facility, with future disposal in mind
- Potential removal of the storage at basement level and expanding the use of the building.

## 3) Conclusions

It was agreed that the provision of the Fire Risk Assessment was priority, upon which future options and the extent of works would be influenced.

D.B and John Rose, to meet on site and undertake limited investigations into the stage floor construction and future involvement of a structural engineer.

D.B to speak with the electrical engineers who undertook the electrical inspection in 2020, to confirm the potential future works required in association with refurbishment

Following receipt and review of the above, D.B will prepare a further report for discussion by the group, to facilitate an options appraisal report and programme to be produced and presented to the Parish Council.