

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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on 01832 734673**

**Minutes of the Meeting of the Plaza Advisory Committee  
held on Wednesday 5<sup>th</sup> December 2018 at 10.30am at the Plaza Community Centre**

**Present: Cllr Carter (Chairman), Cllr Charles [10:49], Cllr Read, Cllr Strode Willis, Cllr  
Wheeler**

**In attendance: Linda Marshall (Clerk), John Ystenes (Project Manager)**

No.	Item	Action	By Whom
1.	<b>Apologies for Absence</b> None.		
2.	<b>Declaration of Interest</b> None.		
3.	<b>To receive any issues from members of the public</b> None.		
4. & 7. & 8.	<p><b>(4) To receive an update on progress from the Project Manager and (7) To receive colour charts and determine specific colours for entire building and (8) To receive flooring samples and determine specific specification / colour for entire building</b></p> <p>The Project Manager advised that everything is moving along smoothly with timeframes for works having been allocated. Outstanding issues:-</p> <p><b>Carpeting Stairs:</b> the fitters are not keen to use mechanical fittings on the concrete steps in case they crack – they are discussing alternative solutions, including the use of glue.</p> <p><b>Carpeting Booking Office/Cloakroom:</b> Agreed to be the same carpet as that on the stairs and landing.</p> <p><b>Paint Choice:</b> Agreed Polished Pebble from Dulux Trade.</p> <p><b>Impact Resistant Boards:</b> Agreed Battleship. Cost will be up to £2,000 which is within budget. Agreed for JY to proceed.</p>		

	<p><b>Fire Doors:</b> Project Manager to get prices for new fire doors.</p> <p><b>3 Phase Power:</b> Lined up to be installed 17<sup>th</sup> &amp; 18<sup>th</sup> December.</p> <p><b>Windows:</b> Units to be fitted w/c 17.12.18. Ryan Wright will be on hand to clean and paint windows before fit.</p> <p><b>Black Outs:</b> Agreed as a temporary measure to use black film.</p> <p>[Diana Charles arrived at the meeting 10.49am] It was confirmed that the entrance lobby matting had previously been agreed.</p> <p><b>Entrance Lobby Carpet:</b> It was noted that this had previously been agreed.</p> <p><b>Carpeting of Landing/Booking Office and Other Areas:</b> Agreed that all other areas be the same carpet, Antigua Steel.</p> <p><b>Roof Survey:</b> The Project Manager confirmed that he will report fully to FTC on 11.12.18, but broadly the roof is capable of holding the cladding and the lighting rigs. It was noted that there is no plan to have impact resistant boards in the Committee Room, but this can be added on at a later date if it is felt necessary.</p>		
5.	<p><b>To receive the timeline and agree any action</b></p> <p>The Project Manager confirmed that he is happy with all aspects, except the stairs issue, but this is being addressed.</p> <p>He further confirmed that he is happy with the timeline, saying it is vital that everything happens in the order planned.</p> <p>The Project Manager advised that the viewing window in the Committee Room is being done next week.</p> <p>He further advised that all works being carried out now will be “made good” so the hall looks reasonable for the forthcoming events.</p> <p>The question of contingency was raised. The Project Manager advised that he has a 10-day contingency window at the end of the project, but he has already had to use some of that time for the impact resistant boards to be fixed.</p> <p>The Project Manager advised that it is planned that all works will be completed by the end of January. There will however be some additional works required following this, such as the lighting. He advised that he is still also waiting on a quote from Thomas &amp; Briggs for the additional works required but confirmed that all trades are aware of the time scales.</p>		
6.	<p><b>To review the budget and agree any action</b></p> <p>The budget was reviewed. It was noted that we are still waiting on some quotations coming in, but the budget is looking healthy.</p>		
9.	<p><b>To consider any other works required not already listed</b></p> <ul style="list-style-type: none"> <li>Painting of outside</li> <li>Taking boards off outside walls</li> <li>Implement lights under the overhang outside</li> <li>Cleaning/re-painting of upstairs windows</li> <li>Theatrical lighting outside</li> <li>Outside steps and railings cleaned</li> </ul>		

	<p>Stage curtains to be cleaned  Discreet curtain and rail to be removed and replaced with free standing art deco screens  Under-stage curtain to be changed to wooden doors with gas struts.</p>		
10.	<p><b>Date of Next Meeting</b>  It was agreed to hold an official opening on Saturday 2<sup>nd</sup> February 2019 at 10am before the first users go in. It was agreed to ask the WI if they would like to do the teas/coffees/cake.  Next meeting scheduled for 9<sup>th</sup> January at 10am in the Council Office.</p>		
	<p><b>There being no further business the meeting closed at 11:31pm</b></p>		

Signed .....

Dated .....