

Town Hall Refurbishment Task & Finish Group

Notes of the meeting held on 30^h January 2025

Venue: Cowbridge Town Hall Council Chamber

Members in Attendance:

Cllr John Andrew

Cllr Malcolm Wilson

Agenda Items:

1. Apologies for absence – *None received*
2. Surveys: 360 Architects have surveyed the Town Hall and floor drawings should be available early February. Holloways M & E consultants surveying the Town Hall 31st January. Report expected mid-February.
3. Other Surveys: Agreed no further formal surveys needed. Hiraeth report did cover some of the design improvement works such as painting. For other works such as possible alterations to the office area an informal estimate should suffice for the lottery EOI.
4. Meeting with Hiraeth Monday 2nd December - *As part of the preparation for the EOI Cllr's John Andrew and Malcolm Wilson are meeting Hiraeth on Monday 2nd December 2024 to discuss the services they can offer including design work beyond their heritage work expertise to ascertain whether for the enhancement design works we need to engage with another architect to complete the cost estimate for the EOI. The committee will be updated on the outcome of the meeting.*
5. Drafting Lottery EOI: Steve Knapton the consultant who helped with lottery contact has been approached to quote for assisting with the drafting the EOI. Cllr Malcolm Wilson to meet him on the 12th of February. Once a quote obtained then will seek a grant from Charter Trust, the Vale have no money available despite underspending on the Strong Communities Find projects.
6. Town Hall Customer Survey: Survey ready to go out to current hirers of the Town Hall and shorter survey for social media to be developed to try and reach those who currently do not use the Town Hall.
7. Next Steps: Develop the Lottery EOI including finalise the high-level estimate for the works once the results of the M& E survey are known and we have the proposal for assisting with the EOI drafting.